



Kentucky Department of Education 2017-18 KSIS End-of-Year Training

KDE Media Portal and State Board Room (514)

The 300 Building, Frankfort

April 25, 2018

9:30 a.m. (ET) / 8:30 a.m. (CT)



Welcome and Participation Information

DeDe Conner, Director
Division of School Data Services
Office of Education Technology



Participation information

- ▶ For the KDE media portal, right click and open the hyperlink or copy/paste it into your browser - <http://mediaportal.education.ky.gov/watch-live>
- ▶ To ask questions, right click and open the hyperlink or copy/paste it into your browser - <http://app.gosoapbox.com>
Access Code: KDEDData
- ▶ Have a technical issue? Contact your district technician.
- ▶ Presentation slides and training agenda - [KDE KSIS Training Web page](#)
- ▶ Want EILA credit? Register and complete the post-training survey.



Start (ET)	Session	Presenter
9:30	Welcome & Participation Information	DeDe Conner , Office of Education Technology (OET), Division of School Data Services 502-564-2020 x 2208
9:35	Behavior end-of-year reporting and changes for school year 2018-19	Windy Newton , Office of Continuous Improvement and Support (OCIS) 502-564-4063 x 4063 Victoria Fields (502) 564-4772 x 4015
10:20	Teacher of Record – Cancelled New! KSIS supplemental information	DeDe Conner , OET, Division of School Data Services 502-564-2020 x 2208
10:35	Break	
10:50	KEES reporting and update	Raymond Carter , OET, Student Data Services 502-564-2020 x 2477
11:20	Graduates - updating end status, Graduation tab and SDRR Cohorts report	David Curd , Office of Assessment and Accountability (OAA), Division of Accountability Data and Analysis 502-564-9853 x 4744
11:50	Lunch	
1:00	Course Codes Project — A path toward equitable access update	Robin McCoy , OTL, Division of District Support 502-564-9850 x 4147
1:30	Preschool in Infinite Campus	Andrea Bartholomew , OTL, Division of Program Services 502-564-7056 x 4722
1:45	SAAR submission process	Ronda Devine , Office of Finance and Operations, Division of District Support 502-564-5279 x 4444
2:15	Break	
2:30	QA Reporting	DeDe Conner , OET, Division of School Data Services 502-564-2020 x 2208
3:15	Adjourn	

Behavior end-of-year reporting and changes for school year 2018-2019

9:35 a.m. (ET)

Ask questions and interact with presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



Behavior end-of-year reporting and changes for school year 2018-2019

Windy Newton, Data Manager
Victoria Fields, Program Consultant
Office of Continuous Improvement and Support



2017-18 End-of-Year Training

2017-18 Reporting Timeline

- ▶ **May 1: Data Verification Window Open**
- ▶ **June 15: Data Verification Window Closes**
- ▶ **June 15: Superintendent verification of accuracy of safe schools data for each district due**
- ▶ **June 15: Director of Special Education verification of special education discipline data due**
- ▶ **July 2: KDE extracts safe schools data from IC Reporting Warehouse**

Windy Newton and Victoria Fields



2017-18 Data Verification (Errors)

The tasks below should be completed by the district Safe Schools Coordinator and also by the district Director of Special Education

Generate Safe Schools error/warning report

► Ensure ALL errors generated are resolved

- ER01: The following students have state resolutions without a start/end date and/or time.
- ER02: The following students have a state resolution and the event does not have a law or board violation selected.
- ER03: The following events do not have a participant selected.
- ER04: The following students have a resolution for a behavior event that occurred outside of the selected calendar(s) enrollment(s).



Windy Newton and Victoria Fields

2017-18 Data Verification (Warnings)

The tasks below should be completed by the district Safe Schools Coordinator and also by the district Director of Special Education
Generate Safe Schools error/warning report

- ▶ Review warnings generated and resolve
 - WA01: Suspension/Attendance Dates and/or Times are Inconsistent.
 - WA02: The following students have a behavior resolution of SSP7: Restraint or SSP8: Seclusion without a corresponding Behavior Response of Restraint or Seclusion.
 - WA03: Student behavior resolution start date is not within a district enrollment.
 - WA05: The following students have a behavior response of Restraint or Seclusion without a corresponding State Resolution of SSP7: Restraint or SSP8: Seclusion.



2017-18 Data Verification (Generate Extract)

Select the *Click Here* to generate extract. This will produce all records of behavior incidents that meet the safe schools criteria.

- ▶ Review data for accuracy
- ▶ Data can be filtered by SubReport to review Drug violations, Assault Violations or Weapon violations individually
- ▶ Violations to pay close attention to:
 - 1st – 4th degree assault law violations (301-304)
 - Weapon law violations (151-154), reference [School Safety involving Weapons](#) guidance

Windy Newton and Victoria Fields



2017-18 Data Verification (Generate Extract) continued

► Resolutions to pay close attention to:

- IAES – Interim alternative educational setting resolutions should only be used for special education students, reference [IAES Definitions and Guidance](#)
- Expulsion without services
- Removal (In-School and Out-of-School) of Special Education students for more than 10 days

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2017-18 Data Verification (Generate Extract) continued

► Resolutions to pay close attention to:

- Resolutions of Restraint (SSP7) and Seclusion (SSP8) must have corresponding Restraint or Seclusion Responses
- Responses of Restraint or Seclusion must have corresponding Restraint (SSP7) or Seclusion (SSP8) resolutions



Special Education Discipline Data

- ▶ **ALL** special education discipline data will be extracted from the Safe Schools data for 17-18 SY.
- ▶ The Safe Schools data can be generated by selecting the *Active Special Ed on 12/1 of Reporting Year* indicator when generating the report.
- ▶ There will not be separate data submitted to KDE for special education expulsions, removals or Interim Alternative Educational Setting.
- ▶ IAES data will be collected from the Safe Schools extract. Any incident of IAES must be reported in Infinite Campus for the 17-18 SY.



In School Removal | Change of Placement

- ▶ If a student with an IEP is serving an In-School Removal and the Admission and Release Committee (ARC) determines a change of placement to alternative setting; the behavior resolution end date and time should be updated to the date/time the ARC made this determination.

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Bullying and Harassment Events

- ▶ For Civil Rights Data Collection (17-18) all events involving bullying or harassment (sub-report SS4) must have data in the Harassment Type column (AG) of the extracted data.
 - Missing data can be resolved by opening the behavior incident via student behavior tab and selecting Harassment Type on the Participant Detail



Validation of Data Accuracy

- ▶ **Superintendent and Director of Special Education (DoSE) must verify the district's safety data is accurate by June 15th.**
 - The superintendent survey will be sent to the Safe Schools Coordinator as listed via Person Role Manager/Open House
 - The DoSE survey will be sent to the Director of Special Education as listed via Person Role Manager/Open House



Data Standards and Resources

- ▶ Share data standards and available resources with staff in district responsible for data entry of behavior and special education. KDE's communication is to Safe Schools Coordinators and Directors of Special Education
 - KSIS Data Standards – [Behavior](#)
 - KSIS Data Standards – [Special Education](#)
 - [School Report Card Filter Instructions](#) (this document can be beneficial for review of Safe Schools Report as well)



2018-19 Behavior Set-up and Reporting

- ▶ Updates in the Infinite Campus Behavior module will streamline local event types and reduce duplicate data entry for SY 2018-19. The changes, requested by the Safe Schools Advisory group, are scheduled to occur with the July 11 Campus.1825 release.
- ▶ The appropriate staff should review the changes and update discipline guidelines, handbooks and training modules as needed.



2018-19 Behavior Set-up and Reporting continued...

- ▶ **Law and board violations will be integrated into the local event type at the Behavior Admin level.**
 - Users will no longer select a law or board violation on the Behavior Event portion of the Behavior Management Tool.
 - Infinite Campus will create a new local event type for each state violation code (reference [Behavior Event Code List](#)).
 - IC will end date the existing local event types at the district and school
 - Districts may add local event types using a State Event Code (mapping).
- ▶ **Drug and Weapon events will utilize the participant level fields to identify the specific drug or weapon to reduce duplicate data entry**
 - Updated Drug type options, reference [Drug Options List](#)
 - Updated Weapon type options, reference [Weapon Options List](#)

Windy Newton and Victoria Fields



Questions

- ▶ Standards, resources and guidance documents can be found on KDE's [Safe Schools Data Collection and Reporting](#) website.
- ▶ Contacts:
Windy Newton, windy.newton@education.ky.gov
Victoria Fields, Victoria.fields@education.ky.gov



Teacher of Record – Cancelled KSIS Supplemental Information

10:20 a.m. (ET)

Ask questions and interact with presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



KEES reporting and update

10:50 a.m. (ET)

Ask questions and interact with presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KEDData



KEES Reporting and Update

Raymond Carter, Data Analyst
Office of Education Technology
Division of Student Data Services



2016-17 End-of-Year Training

What is KEES and Why report

- ▶ The KEES program provides scholarships to students who earn at least a 2.5 GPA each year they attend a certified Kentucky high school. The better they do in high school, the more they earn toward college.
- ▶ KEES defined - with Money amounts earned



Minimum requirements for KEES eligibility

- ▶ **Number of Courses - 5.0 Credits/Units for full year; 3.0 for fall semester graduates.**
- ▶ **GPA of 2.5 or better**
- ▶ **Enrolled 140 days**
- ▶ **Only one cooperative education course per academic year shall count for purposes of satisfying KEES curriculum requirements.**



Before You Begin

- ▶ Run the KEES Data Error Report
- ▶ Use the KEES Override on Enrollment tab for appropriate students
- ▶ Run the KEES – Spring Graduates w/Wrong Diploma Period ad hoc report and other ad hocs.
- ▶ Verify the Course Setup is correct (prior to posting grades to transcripts)



Running the Data Error Report

The screenshot shows the Infinite Campus District Edition interface for the KY Staging Test Site. The top navigation bar includes the Infinite Campus logo, 'District Edition', and 'KY Staging Test Site'. Below the navigation bar, the 'Year' is set to '16-17' and the 'School' is 'Knox Central High School'. The left sidebar contains a menu with options like 'Index', 'Search', 'KEES Report', 'Messenger', 'Surveys', 'KY State Reporting', 'Edit Reports', 'KDE Reports', 'Calendar Report', 'Dropout Report', 'Dual Enrollment Cap Summary', 'Extended School Services Report', 'FRYSC Group Program Report', 'FRYSC State Report', 'Growth Factor', 'IDEA Dec 1 Count Extract', 'KEES Report', 'LEAD Extract', 'LEP Extract', 'Preschool Enrollment Count', 'Reading Intervention Extract', and 'Retention Report'. The main content area is titled 'KEES Report' and contains the following sections:

This tool can extract data to complete the KEEES Report. Choose the District Format to get the file in the state defined fixed width format, otherwise, choose one of the testing/debugging formats.

Extract Options

- Extract Type: Data Error Report
- Date Range: 08/15/2016 To 09/12/2017
- Format: HTML

Select Calendars

Which calendar(s) would you like to include in the report?

- ☒ active year
- ☐ list by school
- ☐ list by year

16-17

- 16-17 CENTRAL ELEMENTARY SCH
- 16-17 DEWITT ELEMENTARY SCH
- 16-17 Flat Lick Elementary Sch
- 16-17 G R Hampton Elementary S
- 16-17 GARDNER ELEMENTARY SCH
- 16-17 Jesse D Lay Elementary S
- 16-17 Knox Appalachian School
- 16-17 Knox Central High School
- 16-17 Knox County Day Treatment
- 16-17 Knox County Learning Aca
- 16-17 Knox County Middle Schoo
- 16-17 Lynn Camp Elementary
- 16-17 Lynn Camp High
- 16-17 Lynn Camp Middle
- 5-6 16-17 CENTRAL ELEMENTARY

Buttons: Generate Extract, Submit to Batch

Raymond Carter



- ▶ The results of the Data Error report will include students who are missing any part of their address or missing the SSN. In addition, students who have a KEES Override value of 'No' entered on their enrollment record are also included in the Data Error report.

Raymond Carter



Next Calendar Next Schedule Structure Next Grade

State Reporting Fields

☐ State Exclude ☐ Perkins Only

☐ Migrant

☐ Immigrant ☐ Refugee

☐ Out Of State ☐ Extra Year in Primary School Choice

☐ Program 504 ☐ Homeless

☐ Foreign Exchange ☐ Unaccompanied Youth

☐ Dropout Questionnaire

☐ Living Status

Resident District

School of Accountability

District of Accountability

KEES Override N: No

☐ Underage Waiver

Special Ed Fields

Special Ed Status



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Using the KEES Override

- ▶ If the KEES Override field is selected on the enrollment record as Yes, this value is displayed in the extract.
- ▶ If the KEES Override field is selected as No, the student **WILL NOT** be reported on the KEES Spring or Early Graduate report and will be reported on the Data Error report.

If the KEES Override field is NULL, the following logic applies:

- ▶ If Foreign Exchange checkbox is marked on the enrollment record, KEES Eligible Student = N.
- ▶ If student is in the 8th grade, KEES Eligible Student = N.
- ▶ If student is enrolled 140 days or more within a district for the calendar year being reported **AND** the student has a yearly KEES GPA of 2.5 or above, KEES Eligible Student = Y.

Raymond Carter



To be considered eligible for KEES, a student must:

- ▶ Be a United States citizen, national or permanent resident.
- ▶ Be a Kentucky resident or maintain legal residence in Kentucky while attending a U.S. Congressional Page school or participating in an approved Foreign Exchange program.
- ▶ Be enrolled in a certified Kentucky high school for at least 140 days of the minimum school term.
- ▶ **Take at least five courses during the academic year, unless the student qualifies as a mid-year graduate.**
- ▶ Not be a convicted felon.
- ▶ The KEES Report does not perform validations on the above eligibility criteria. So, schools must use the Override options for students who do not meet the criteria, if needed.



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KEES – Spring Graduates w/Wrong Diploma Period

- ▶ This ad hoc will produce a list of students who have a diploma date greater than or equal to January 15 and who have a diploma period of Mid-Year Graduate. The correct diploma period for these students is Spring Graduate. If there are students on this list, you must change the diploma period prior to running the KEES report.

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Infinite Campus | District Edition | KY Staging Test Site

Year: 16-17 | School: Knox Central High School

Index | Search | **Ad Hoc Filter Designer**

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search, or as input to a report.

Saved Filter

- student Immigrant Over 3 Years
- student Immigrant without Date Entered US
- student Intervention tab - All Records
- student Intervention tab - ESS only
- person Invalid Teacher Email Addresses
- student KECSCAC December 1 Child Count re
- student KECSCAC March 13 Child Count
- student KEEES - Spring Graduates w/Wrong D**
- student KEEES Invalid GPA on transcript (2)
- student Kindergarten Missing Prior Settings
- student Kindergarten Screen Data
- student Kindergarten Screen Data with Prior
- curriculum LEAD Invalid Teaching Method
- student LEP Legacy data prior to 12-13
- student NO Child Count
- student NC/NCO - Resident District
- student P1Q07T1.17 and P1Q07T1.18 and F

KEES - Spring Graduates w/Wrong Diploma Period

For KEEES reporting, diploma periods are based on the following date ranges: 1: Early Graduate - Graduation date prior to January 15 of current school year 2: Spring Graduate & Graduation date January 15 through end of current school year. This ad hoc will produce a list of students who have a diploma date greater than or equal to January 15 who have a diploma period of Early Graduate. The correct diploma period for these students is Spring Graduate.

Filter Version 2, Last Updated 05/04/2016

Create New

Filter Type	Data Type
<input type="radio"/> Query Wizard	<input type="radio"/> Student
<input type="radio"/> Selection Editor	<input type="radio"/> Census/Staff
<input type="radio"/> Pass-through SQL Query	<input type="radio"/> Course/Section

Create

Search Edit Test Copy Delete Export

Create a new Folder

Current engine version: 2.0
Minimum supported engine version for selected item: 2.0



KEES Early Spring Graduates adhoc

- ▶ This ad hoc will produce a list of students who have a diploma date between January 15 and today with a diploma period of Spring Graduate. Use to verify these students appear correctly on the KEES Report.
- ▶ The Spring Graduate KEES report has been updated to include students with a G code or C01 code prior to the end date when running the KEES report. These students will appear on the KEES report.

Raymond Carter



Verify the Course Setup is correct

- ▶ Last year, during the KEES audits, we found that some districts did not set up the (GPA weight on the course tab) and the (Credit on the Grading Task tab) properly, this resulted in a mis-reporting of the GPA.
- ▶ Run the KEES Invalid GPA on transcript ad hoc
- ▶ This ad hoc will list any transcript entries where the GPA for an A is not 4 or the GPA for a B is not 3 etc. These entries need to be corrected before submitting the KEES report.



Course Sections Grading Tasks Standards Categories Grade Calc Options Course Rules Fees

Save Delete

Course Information
CourseID 22800

*Number 66571308 *Name US HISTORY
Subject Type

State Code 450812 Department SOCIAL STUDIES
Schedule Load Priority 1 Max Students 31

GPA Weight 1
Type

Difficulty Level

Course Master Linked
Standards-based ☐ Active ☒ External LMS Exclude ☐

Terms 4 Schedules 1 Periods 1 Sections to Build 0
Section Template Group

Bonus Points ☐ Transcript ☒ Required ☐

Responsive ☐ Activity

Homeroom ☐ Allow student requests ☒ Allow teacher requests/recommendations ☒ Repeatable ☐ Attendance ☒ Unit Attendance ☐

Teaching Method 01: Direct Instruction
Instructional Setting 01: Onsite Classroom
Hide Standards On Portal/Campus Student ☐

Comments

- Modified by: Unknown 09/01/2016 20:26

Description

<> B I U



Raymond Carter

Course Sections **Grading Tasks** Standards Categories Grade Calc Options Course Rules Fees Build Constraints Assessments

Save Delete Add Copy

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Final Grade	HS CREDITS	SOCIAL STUDIES	Standards Based Scale	1.000	1.000	
Mid-Term Progress			Standards Based Scale			

Course Grading Task Detail

Grading Task: Final Grade

*Score Group: Standards Based Scale

Term GPA: 1

Credit: 1

Credit Type: SOCIAL STUDIES

Credit Overflow Override:

Term Mask: ☐ Term 1 ☐ Term 2 ☐ Term 3 ☒ Term 4

Active Mask: ☐ Term 1 ☒ Term 2 ☐ Term 3 ☐ Term 4

☐ Post-only Grading Task



- ▶ If you did not intentionally make the GPA weight and Credit fields different, please make the necessary change to one of the two fields.

Raymond Carter

Updates to the KEES Report

- The name of the Early Graduate Report has been changed to Mid-Year Graduate

Infinite Campus | District Edition | KY Staging Test Site

Year: 16-17 | School: Edmonson County High School

Index | Search | **KEES Report**

Surveys

- ▼ KY State Reporting
 - Edit Reports
 - KDE Reports
 - Calendar Report
 - Dropout Report
 - Dual Enrollment Cap Summary
 - Extended School Services Report
 - FRYSC Group Program Report
 - FRYSC State Report
 - Growth Factor
 - IDEA Dec 1 Count Extract
 - KEES Report**
 - LEAD Extract
 - LEP Extract
 - Preschool Enrollment Count
 - Reading Intervention Extract
 - Retention Report
 - SAAR Report
 - Data Reports

This tool can extract data to complete the KEES Report. Choose the District Format to get the file in the state defined fixed v

Extract Options

Extract Type: Data Error Report

Date Range: Data Error Report

Format: Mid-Year Graduate Report

Generate Extract | Submit to Batch

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

16-17

- 16-17 EDMONSON CO 5/6 CENTE
- 16-17 EDMONSON CO MIDDLE SC
- 16-17 EDMONSON CO HIGH SCHO
- 16-17 KYROCK ELEMENTARY SCH
- 16-17 SOUTH EDMONSON ELEM

Raymond Carter



- We have updated the Difficulty Level on the Course tab to include Cambridge Advanced International (CAI).

The screenshot shows a 'Course Information' form for CourseID 4974. The form includes fields for Course Number (5701), Name (English II), State Code (230110), Department (ENGLISH), and Max Students (27). It also has checkboxes for 'Standards-based', 'Active', 'External LMS Exclude', and 'Course-Only Curriculum'. A 'Difficulty Level' dropdown menu is open, showing options: AP: Advanced Placement, CAI: Cambridge Advanced International (highlighted), DC: Dual Credit, IB: International Baccalaureate, and 01: Onsite Classroom. Other fields include GPA Weight (1), Bonus Points, Transcript, Section Template Group, Terms (4), Schedules (1), Periods (1), Sections to Build (4), and checkboxes for 'Responsive', 'Activity', 'requests/recommendations', 'Hide Standards On Portal', 'Repeatable', 'Attendance', and 'Unit Attendance'.

Raymond Carter



Running the KEES Report

- ▶ **Spring report:** The student's primary enrollment in the selected calendar must be within the date range specified in the report extract editor OR have one of the following End Status values within the academic year indicated in the Campus toolbar: C01, G01, G02, G03, or G04
- ▶ Students not enrolled as of end date on the report with any withdrawal code other than those listed above will not appear on the report.



Year: 17-18 School: All Schools Calendar: All Calendars

Index Search **KEES Report**

Search Campus Tools

This tool can extract data to complete the KEES Report. Choose the District Format to get the file in the state defined fixed width format, otherwise, choose one of the testing/debugging formats.

Extract Options

Extract Type: Spring Report

Date Range: 01/15/2018 To 05/15/2018

Format: HTML

Generate Extract Submit to Batch

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

17-18

- 17-18 Edmonson County S/S Cent
- 17-18 Edmonson County High Sch
- 17-18 Edmonson County Middle S
- 17-18 Kynock Elementary School
- 17-18 South Edmonson Elementar



CO-OP COURSES and the KEES ELIGIBILITY REPORT

- ▶ The KEES Eligibility report is a way to review all students and the number of course Credits/Units they are scheduled per year. This report should be generated at the beginning of the year. To access the KEES Eligibility report, go to KY State Reporting → KDE Reports → KEES Eligibility.
- ▶ The purpose of this report is to identify students who may not qualify to receive the KEES Scholarship based solely on their schedule. This report is used as a guide to facilitate review. Complexities in schedules may necessitate further review of individual student results.
- ▶ Of note are the Co-op courses. For any school year, the combined count of all the co-op classes cannot exceed one (1) course credit, no matter how many Co-op courses they take.
- ▶ For a student taking 3 credits of co-op courses and 4 credits of other academic courses, the total number of the course credits calculated for KEES is 5 course credits: 1 Co-op credit and 4 academic credits.



Course Name	State Course Codes
Agriculture Education Co-op	030790
Co-op I (Bus Mgt)	060101
Business Education Co-op	060107
Marketing Education Co-op	080707
Info Tech Co-op	110919
Co-op I (Nursing)	170601
Early Childhood Education Co-op	200210
Culinary Arts Co-op	200409
Hospitality Services Co-op	200690
Fashion & Interior Design Co-op	200810
Engineering and Technology Co-op	210330
Co-op I (Masonry)	460180
Co-op I (BAM)	460229
Co-op I (Carpentry)	460242
Co-op I (Electrical)	460345
Co-op I (Plumbing)	460518
Co-op I (Air Cond)	460880
Co-op I (Electronics)	470135
Co-op I (Ind Maint)	470305
Co-op I (Diesel)	470442
Co-op I (Auto)	470501
Co-op I (Auto Body)	470601
Co-op I (Machine Tool)	470929
Co-op Powersports/Motorcycle Technology	470852
Co-op I (CAD)	480142
Co-op I (Visual Comm)	480201
Co-op II (Visual Comm)	480202
Co-op III (Visual Comm)	480203
Co-op I (Graphic Tech)	480301
Co-op I (Welding)	480541
Co-op I (Wood)	480741
Co-op I (Metal Fab)	480803
Co-op (Media Arts)	480950
Industrial Education Co-op	499910
Experience-based work	901005

CO-OP COURSES



SAT and ACT bonus points

ACT Bonus Points

Test	Logic to report highest score
ACT	<p>For ACT Score the current report logic reports the highest composite score that meets the following criteria:</p> <ol style="list-style-type: none"> 1. Test Name contains %ACT% <ol style="list-style-type: none"> a. Can be any name that contains 'ACT', like "Character Study" 2. Subject = Composite 3. National Code must have a National Test Code of ACT



ACT Setup

Test Detail

***Name**
 ACT Composite

Parent Test
 -KDE:ACT

**** Parent Test cannot be edited because scores exist for this test.**

Code Year
 ACT-C ▼

Subject
 Composite ▼

Test Grade Level
 ▼

Assessment Type
 GEN: General Assessment ▼

Standards Type
 ▼

Start Date End Date
 [] [] [] []

Test Type

☐ District Test

☐ State Test
 State Code
 ▼

☒ National Test
 National Code
 ACT ▼

☐ Display in Transcripts



SAT Bonus Points

For SAT Score the current report logic reports the highest SUM of the SAT Mathematics and SAT Verbal scores.

To find the **SAT Mathematics** score:

- ▶ Test Name must contain %SAT%
 - Can be any name that contains 'SAT', like "Saturday Make-Up Test"
- ▶ Test Code = **SAT MATH**
 - If Test Code ≠ 'SAT MATH' exactly it must contain %SAT MATH% such as "SAT Mathematics" AND
 - Then it also must have a National Test Code of SAT

To find the **SAT Verbal** score:

- ▶ Test Name must contain %SAT%
 - Can be any name that contains 'SAT', like "Saturday Make-Up Test"
- ▶ Test Code = **SAT VERB**
 - If Test Code ≠ 'SAT VERB' exactly it must contain %SAT VERB% such as "SAT Verbal" AND
 - Then it also must have a National Test Code of SAT

The SAT Mathematics and SAT Verbal child tests must have the same parent test



SAT Setup

Test Detail

***Name**
 SAT MATH

Parent Test
 -SAT: SAT

Code Year
 SAT MATH

Subject

Test Grade Level

Assessment Type

Standards Type

Start Date End Date

Test Type

☐ District Test
☐ State Test
 State Code

☒ National Test
 National Code
 SAT

☒ Display in Transcripts
☒ Scale Score ☐ Result
 PESC Test (eTranscript)
 PESC Sub-Test (eTranscript)



Graduates - updating end status, Graduation tab and SDRR Cohorts report

11:20 a.m. (ET)

Ask questions and interact with presenters through
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Access Code: KDEDData



Graduates - Updating End Status, Graduation tab and SDRR Cohort Reports

David Curd
Office of Assessment and Accountability
Division of Assessment Implementation



2017-18 End-of-Year Training

AGENDA

- ▶ Graduate End Date and Status
- ▶ Graduation Tab
- ▶ Adjusted Cohort Graduation Rate and Student Listing (SDRR)
- ▶ End Status/Withdrawal Codes for cohort
- ▶ Dropout Accountability
- ▶ Cohort Accountability
- ▶ Cohort formulas
- ▶ Using SDRR to calculate preliminary rates
- ▶ Questions



Graduate End Date and Status

- ▶ For every graduate, enter both an enrollment end date and G code end status.

The screenshot shows a software interface for 'General Enrollment Information'. It includes fields for *Start Date (09/13/2014), *Start Status (E01: First enrollment of the year), *Grade (12), *Service Type (I.P. Primary), and End Date. The End Date and End Status fields are highlighted with red boxes. Below these fields is a dropdown for Dropout Reasons.

- ▶ Every graduate needs to have a G code entered by June 30th for regular graduates and July 31st for summer graduates. Here are the G Codes:

- G01- A pupil who graduates in less than four (4) years.
- G02- A pupil who graduates in four (4) years. If a student graduates during the summer they have until July 31st to be included in the prior year.
- G03- A pupil who graduates in five (5) years.
- G04- A pupil who graduates in six (6) or more years

Note: If a pupil begins his/her 4th, 5th, or 6th year, the pupil will be included in that G code even if he/she graduates before the normal graduation date.

Graduation Tab

- ▶ After selecting appropriate G code for enrollment end status, enter diploma date and type on Graduation tab.

State Graduation Record

Modified Date: 05/11/2013

Earliest Grade 9 Enrollment Information

Grade 9 Date	NCLB Cohort Year	District Number	District Name
08/15/2012	2016	011	Anderson County

Enrollment Data: Anderson County (011)

Graduation Detail: Anderson County (011)

General Graduation Information

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/15/2012

NOA Cohort End Year: 2016

NCLB Cohort End Year: 2016

Post Grad Location:

Transition Status:


- ▶ Both must be entered for every graduate before that student's status will show as on-time.



Adjusted Cohort Graduation Rate and Student Listing (SDRR)





SDRR Login/Welcome Screen



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

Home > Login

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of student assessment information in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit change requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.

SDRR will be used to conduct web-based data reviews for all state required assessments, including the **Kentucky Performance Rating for Educational Progress (KPREP)**, **ACCESS for ELLs**, **The ACT** and other tests.

Please use your user name and password.

DAC: Please use **KDE Web user ID** and **password** to login or contact your local WAAPOC to gain access.

OAA Staff and Admin: Please contact Application Admin/developer to gain access.

School Staff and Related Users: Please contact your local WAAPOC to gain access.

toll Free: 1-866-538-7435
 Local: 1-502-564-2002

Email: letshehelpdesk@education.ky.gov

Registered Users

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!
While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.

Cohort Student Listing in SDRR, cont.

Green indicates the data is open for review. This screen will change as data/roster reviews are open. Cohort stays open for review all of the time and will change to allow change requests to be submitted after July 31st. For assistance or manual, click on button at top right or link in announcement box.

Student Data Review and Rosters

Home Welcome David Curd! Login

Users Online: 12 Staff Administration Control Panel

Latest announcement - 4/20/2018 2:54:00 PM by KDE Staff

- Rosters for The ACT are closed for new changes in SDRR as of April 19, 2018. Note that the ACT rosters had to close before the make-up date due to the testing schedule, but changes (including non-participation and accountability change requests) can also be made during spring rosters, which will open next week.
- Also, Cohort data is available for review from 3/26/18 - 8/10/18. Changes cannot be made in SDRR at this time, but may be requested later in the fall during the regular data review period. If student information is incorrect, changes can be made now in Infinite Campus.

Assistance with SDRR is available by clicking on the large red **HELP** button at the top right of each page in the application. Short, narrated videos/screencasts showing how to complete specific tasks in SDRR are available by clicking [here](#). A Sandbox environment for practicing and training SDRR without changing actual student information is available by clicking [here](#).

Assistance with determining accountability is available by clicking [here](#), or by reviewing the accountability flowcharts in the Help menu. You can take an anonymous quiz to test your knowledge of appropriate accountability [here](#).

Data Review	CCR Scores	Cohort	Rosters	Access	Access Data Review
Status: CLOSED	Status: CLOSED	Status: OPEN	Status: CLOSED	Status: CLOSED	Status: CLOSED
Student Listing Change Listing Transfer Listing Download	Student Listing Change Listing Download	Student Listing Change Listing Download	Student Listing Change Listing Transfer Listing Download	Student Listing Change Listing Download	Student Listing Change Listing Download
New: 0 Pending: 0	New: 0 Pending: 0	New: 0 Pending: 0	New: 0 Pending: 0	New: 0 Pending: 0	New: 0 Pending: 0

Cohort Student Listing in SDRR, cont.

[Home](#) > Cohort

Cohort

This section of SDRR is used for viewing cohort student listing for current 4 and 5 year reports. All changes must be made in Infinite Campus and only during data review periods can a change be submitted for issues that cannot be resolved in Infinite Campus.

From : 3/28/2018 9:00:00 AM EDT To : 8/10/2018 5:00:00 PM EDT

Data Last Updated 4/6/2018 Grade 12 students with blank end statuses are temporarily set to On Time Status.

SDRR Tasks

- ☐ Review Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch. If incorrect, submit a change request as well as make change in local edition of Infinite Campus.
- ☐ Review End Status and make corrections as needed in local edition of Infinite Campus.
- ☐ Review End Date and make corrections as needed in local edition of Infinite Campus.
- ☐ Review Accountable School. If incorrect, submit change request.
- ☐ Review Non Participation. If student is Foreign Exchange, in incorrect Cohort, or a Verified Transfer, submit change request.
- ☐ Review Cohort Review Change listing in SDRR, noting any Denied or Updated changes for possible further action.
- ☐ Update any student changes that are marked as updated by OAA staff, to provide the information requested.
- ☐ At the end of the Cohort review window, save a copy of the Cohort student listing.

Quick Links

- [Cohort Student Listing](#)
- [2017 5 Year Cohort](#)
- [2018 4 Year Cohort](#)
- [Cohort Change Listing](#)
- [Download - Cohort](#)


Changes

- Total : 0
- New : 0
- Updated - Need Info : 0
- Denied : 0
- Closed : 0
- Approved : 0
- Pending OAA Approval : 0

Note: Data Last Updated shows the date of the Cohort data loaded to SDRR. Any changes made after this date will be reflected when data is updated.



Cohort Student Listing in SDRR, cont.

EVERY CHILD Kentucky Department of Education (KDE - OAA) **Student Data Review and Rosters** 

Home > Data Review Student Listing Logged in as: [FieldTester] -- Logou

Cohort Student Listing

Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	HP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime
No	AALBERTS, ALYSSA MARIE	11	999999999	03/07/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W24	02/15/2013	No
No	AALBERTS, MATTHEW DWIGHT	10	999999999	10/27/1995	M	Hisp: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W22	10/28/2013	No
No	AALBERTS, MAYLEA MARIE	11	999999999	10/20/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	District GED	W27	01/17/2013	No
No	AALBERTS, OLIVIA MARIE	11	999999999	08/02/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	01/31/2013	No
No	AALDERS, MADISON LYNN	11	999999999	08/30/1996	F	Hisp: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W20	01/23/2013	No
No	AARON, ADRIANNA GRACE	11	999999999	05/04/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			No



Cohort Student Listing in SDRR- Filters

Click on the Filters button at the bottom left.

You can filter the student list to view different groups as follows:

- By All Students, Accountable to District, Not Accountable to District
- By first letter of last name
- By grade level
- By Cohort Year (Cohort Type)
- On Time Status

The screenshot shows a 'Filters' dialog box with the following fields:

- Accountability:** * (dropdown)
- Cohort Type:** 2018 4 Year Cohort (dropdown)
- District:** * (dropdown)
- On Time:** * (dropdown)
- L. Name:** * (dropdown)
- Grade:** * (dropdown)
- Non Part:** * (dropdown)
- School:** * (dropdown)

Buttons at the bottom: Apply, Clear Filter, Cancel.

District level users will also be able to filter by schools within their district. School level users will only see their own school.



Cohort Student Listing in SDRR-Review

- Filter by Accountability, On Time and Non Part to limit list to students that should be reviewed first. Do this for all Cohort Reports available

The screenshot displays the 'Filters' section of the SDRR-Review Cohort Student Listing interface. The filters are organized into a grid:

Filters			
Accountability: Accountable	Cohort Type: 2018 4 Year Cohort	District: *	
On Time: No	L. Name: * Grade: *	School: *	
	Non Part: Participated		

At the bottom of the filter section are three buttons: Apply, Clear Filter, and Cancel.



End Status/Withdrawal Codes

Not on Time: Dropouts, Alternative HS Diploma and GED recipients

- ▶ W12- A pupil under the jurisdiction of the court
- ▶ W23- A pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year
- ▶ W24- A pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated
- ▶ W25- A pupil who is at least 16 years of age and has dropped out of public school
- ▶ W26- A pupil who has withdrawn from school after completing a secondary GED Option program and receiving a GED certificate
- ▶ W27- A student who has withdrawn from school and subsequently received a GED
- ▶ W28- A student who has reached the maximum age for education services without receiving diploma or alternative high school diploma C01 or C01- A pupil who completes the school year in the school of the most current enrollment. No subsequent enrollment without a graduation end status (G01-G04) is a dropout.
- ▶ **Note: A W22 (transfer to another Kentucky public school) will be a dropout IF there is no subsequent enrollment.**

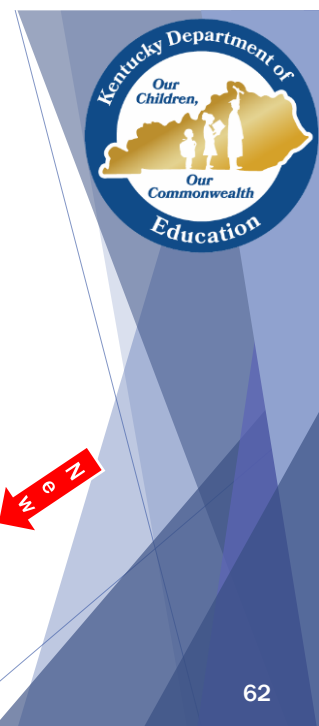


End Status/Withdrawal Codes, cont.

Verified Transfers - Removed from Cohort and Non Participation = 'VT'

- ▶ W07-A pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition or any other health-related condition for which the student is too ill to participate in regular school attendance or local homebound instructional services or if the student has obtained a doctor's statement certifying the condition.
- ▶ W08- A pupil withdrawn due to death.
- ▶ W20- A pupil transferred to a home school. The re-entry code to use with W20 shall be R20.
- ▶ W21- A pupil transferred to a nonpublic school (excluding home school).
 - **Note: If districts determine that the Challenge Academies, with locations in Harlan County (Appalachian) and Hardin County (Bluegrass -prior to 2018 only) meets the educational needs of compulsory aged students AND if the parent/guardian desires to withdraw the student to attend an Academy, districts may use the "W21" withdrawal code (for students aged 16-17) in Infinite Campus to withdraw students to attend either Academy.**
 - **For 2018 only, Bluegrass is accountable under Eminence Independent. Withdrawal using W22 to Bluegrass (156025) an A5 school.**
- ▶ W22*- A pupil who has transferred to another public school district and for whom a request for student records has been received or enrollment has been substantiated or a pupil who is known to have moved out of the United States.

***Note: A W22 is not a verified transfer if there is no immediate enrollment into a Kentucky public school beginning with the 2014-15 school. Beginning with the 2014-15 school year, a W29 must be used to indicate an enrollment in another state.**
- ▶ W29- A pupil who has transferred to an out of state school for whom a request for student records has been received or enrollment has been substantiated.



Dropout Accountability for Cohort

- ▶ Student accountability for all students in a cohort will be assigned to the school unless the student being served by the local school district who have been placed by a state agency. These students should be indicated on the KECSAC tab and ticket entered in SDRR to change accountability to state.



Cohort Student Listing in SDRR- Excel/PDF

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

[illegible]

Cohort Accountability

- ▶ * The entire accountability system is under review and a decision on the accountability process for 2018 is to be determined.



Cohort Calculation Formula

4 and 5-Year Adjusted Cohort Graduation Rate Formulas

4-Year Adjusted Cohort Graduation Rate Calculation Formula

$$\frac{\text{Number of cohort members who earned a regular high school diploma by the end of the current school year}}{\text{Number of first-time 9th graders in the fall three years earlier (starting cohort) plus students who transferred in, Minus students who transfer out, emigrate or die during the past 4 years}}$$

5-Year Adjusted Cohort Graduation Rate Calculation Formula

$$\frac{\text{Number of cohort members who earned a regular high school diploma that should have graduated at the end of the previous school year}}{\text{Number of first-time 9th graders in the fall four years earlier (starting cohort) plus students who transferred in, Minus students who transfer out, emigrate or die during the past 5 years}}$$



Calculate preliminary rates using SDRR

4-Year Adjusted Cohort Graduation Rate Calculation Formula

Number of cohort members who earned a regular high school diploma by the end of the current school year

Number of first-time 9th graders in the fall three years earlier (starting cohort) plus students who transferred in,
Minus students who transfer out, emigrate or die during the past 4 years

A
B

A

Filters

Accountability: Accountable	Cohort Type: *	District: *
On Time: Yes	L Name: * Grade: *	School: *
Non Part: Participated		

Apply Clear Filter Cancel

A/B*100

B

Filters

Accountability: Accountable	Cohort Type: *	District: *
On Time: *	L Name: * Grade: *	School: *
Non Part: Participated		

Apply Clear Filter Cancel



SDRR Cohort Technical Assistance

- ▶ For questions regarding password or access, contact local district WAAPOC- Web Apps Admin Point of Contact.
- ▶ For Cohort specific questions, contact David Curd (david.curd@education.ky.gov) via e-mail or phone at 502-564-9853 extension 4744.
- ▶ For KECSAC tab questions, view data standard: <http://education.ky.gov/districts/tech/sis/Documents/DataStandard-AlternativeProgramsKECSAC.pdf> or contact Windy Newton or Sherri Clusky at (502) 564-4772.



Questions?



Course Codes Project - A path toward equitable access update

1:00 p.m. (ET)

Ask questions and interact with presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KEDData



Course Codes Project— A Path Toward Equitable Access

Robin McCoy, Comprehensive School Counseling Program Coordinator
Office of Teaching and Learning

Lisa Keeter, KSIS Service Consultant
Office of Education Technology



2017-18 End-of-Year Training

Course Codes Project— A Path Toward Equitable Access

► Agenda

- General Course Code Information
- Transition Readiness: Dual Credit
- *Special Note: Rich Curriculum will not be covered today.*

Robin McCoy



General Course Code Information

Robin McCoy



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Course Codes Project— A Path Toward Equitable Access

Outcomes:

1. Kentucky Academic Standards (KAS) are aligned to courses.
2. Course codes reflect the alignment of standards resulting in:
 - New Course Codes
 - Discontinued Course Codes
 - Updated Course Code Descriptions
3. A searchable database for course codes and KAS is in development.

Robin McCoy



Course Codes Project— A Path Toward Equitable Access

- ▶ In addition to the Kentucky Academic State Course Code Lists, the following resources were released:
 - a comprehensive list of all changes,
 - a list of deprecated (discontinued) courses and suggestions for replacement codes,
 - course standards documents,
 - guidance documents for using state course codes:
 - 909999, School Defined Course
 - 950001, Dual Credit Placeholder
 - 960001, Credit Recovery Placeholder



Robin McCoy

Course Codes Project— A Path Toward Equitable Access

► Resources continued:

- updated data standards for course scheduling and dual credit,
- a list of courses that will be tracked for Rich Curricula under *Opportunity and Access*,
- a list of courses that offer an End-of-Course exam,
- dual credit guidance for Transition Readiness,
- “Dual Credit Decision Making for Secondary Institutions”
- a dual credit webcast and critical facts sheet
- “Virtual Performance Based Course Set-up and Attendance Verification Guidance” document
- and a list of frequently asked questions.

Robin McCoy



Course Codes Project— A Path Toward Equitable Access

State course code documents and resources can be accessed on [Kentucky's Uniform Academic Course Codes webpage](#).



Accountability: Transition Readiness

Robin McCoy



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Transition Readiness

Regulation Reminder

- To be considered **academic ready**, a student must:
- Score at or above the benchmark score as determined by the Council on Postsecondary Education (CPE) on the college admissions examination; or
 - **Complete six or more hours of Kentucky Department of Education-approved dual credit and receiving a course grade of B or higher in each course; or**
 - Complete two or more advanced placement (AP) courses and receiving a score of three or higher on each AP assessment; or
 - Receive a score of five or higher on two examinations for International Baccalaureate courses; or
 - Score at or above the benchmark on two or more Cambridge Advanced International examinations; or
 - Complete a combination of academic readiness indicators listed above.

****Students also may demonstrate academic readiness in quantitative reasoning or natural sciences and written or oral communication, or arts and humanities, or social and behavioral sciences learning outcomes.**

Robin McCoy



Transition Readiness

Regulation Reminder

- ▶ To be considered ***career ready***, a student must:
 - Score at or above the benchmark on industry certifications as approved by the Kentucky Workforce Innovation Board on an annual basis; or
 - Score at or above the benchmark on the career and technical education end-of-program assessment, formally Kentucky Occupational Skill Standards Assessment (KOSSA) for articulated credit; or
 - ***Complete six or more hours of Kentucky Department of Education-approved CTE dual credit, and receiving a grade of B or higher in each course; or***
 - Complete a Kentucky Department of Education-approved or labor cabinet-approved apprenticeship; or
 - Complete a Kentucky Department of Education-approved alternate process to verify exceptional work experience.

Robin McCoy



What is dual credit?

- ▶ **"Dual credit",** as defined by KRS 158.007, means a college-level course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study.

Robin McCoy



What is a dual enrollment?

- ▶ **“Dual Enrollment”** is defined as a high school student pursuing credit from a postsecondary institution individually, without the agreement or expectation for the high school to issue credit based on completion. NOTE: Dual enrollment coursework does not count toward academic readiness under [703 KAR 5:270](#), Kentucky’s Accountability System.

Robin McCoy



Dual Credit State Course Codes

Robin McCoy



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Dual Credit State Course Codes

- ▶ All dual credit courses must be captured in the Kentucky Student Information System (KSIS).
- ▶ The [Dual Credit data standard](#) and the [Virtual Performance-based Course Set-up and Attendance Verification](#) document give instructions for course set up within the KSIS.
- ▶ Dual Credit courses counting toward **Career Readiness** under the Transition Readiness indicator must exist in a current career pathway or be approved through the pathway modification request.
- ▶ Dual Credit courses counting toward **Rich Curricula (RC)** under the Opportunity and Access indicator and/or **Academic Readiness (AR)** under the Transition Readiness indicator must use the appropriate general education dual credit course codes.

Robin McCoy



Tracking *Academic* Readiness: Dual Credit

Complete six or more hours of Kentucky Department of Education-approved dual credit and receiving a course grade of B or higher in each course;

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Tracking Academic Readiness

- ▶ Approved dual credit courses shall include one quantitative reasoning or natural sciences course, and one written or oral communication, or arts and humanities, or social and behavioral sciences course, per the CPE General Education Transfer Policy.
 - *I.e. Written Communications: ENG 101 Writing I (KCTCS)*
 - *I.e. Quantitative Reasoning: MAT 150 College Algebra (KCTCS)*
- ▶ Postsecondary institution partners that are classified as **public** institutions must adhere to the statewide course classification system, which regulates Statewide General Education SLOs, as defined and adopted through policy by the Kentucky CPE.

Robin McCoy



Tracking Academic Readiness

- ▶ Independent private, nonprofit, and out-of-state institutions classify courses independently. The KDE will accept independent classifications of courses that demonstrate a correlation with the Statewide General Education SLOs, as defined and adopted through policy by the Kentucky CPE.
- ▶ Local school districts that partner with independent private, nonprofit, and/or out-of-state postsecondary institutions are responsible for providing the documentation that demonstrates the correlation between the independent institution's student learning outcomes and the Statewide General Education SLOs, as defined and adopted through policy by the Kentucky CPE.



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Tracking Academic Readiness

- Statewide General Education SLOs, as defined and adopted through policy by the Kentucky CPE. They are listed in the [Transition Readiness-Academic Readiness guidance document](#) and are clearly defined in the [Kentucky Statewide General Education Transfer Policy](#).

Robin McCoy

Example of a classification system by a college: (provided by KCTCS)

Written Communication	
Diploma	TEC 200 Technical Communications
	OST 108 Editing Skills for Office Professionals
	Any Writing course approved for the AAS, AA, or AS
AAS, AA, AS, AFA	ENG 101 Writing I
	ENG 102 Writing II
	ENG 103 Writing: An Accelerated Course
Oral Communications	
Diploma, AAS, AA, AS, AFA	COM 181 Basic Public Speaking
	COM 205 Business and Professional Communication
	COM 252 Intro to Interpersonal Communications
	COM 281 Communication in Small Groups
	COM 287 Persuasive Speaking
Quantitative Reasoning	
Diploma	OST 213 Business Calculations for the Office Professional
AAS	Any mathematics course approved for the AAS, AA, AS, or AFA
	MAT 105 Business Mathematics
	MAT 110 Applied Mathematics
	MAT 116 Technical Mathematics
	MAT 126 Technical Algebra and Trigonometry
AA, AFA	Any mathematics course listed below
	MAT 146 Contemporary College Mathematics
	PHI 250 Symbolic Logic
AS	Any mathematics course listed below
	MAT 150 College Algebra
	MAT 154 Trigonometry
	MAT 155 Trigonometry
	MAT 159 Analytic Geometry and Trigonometry
	MAT 160 Precalculus
	MAT 165 Finite Mathematics and its Applications
	MAT 170 Brief Calculus with Applications
	MAT 174 Calculus I
	MAT 175 Calculus I
	MAT 184 Calculus II
	MAT 185 Calculus II
	MAT 206 Mathematics for Elementary and Middle School Teachers II
	MAT 261 Introduction to Number Theory
	MAT 273 Calculus III
	MAT 285 Differential Equations
	STA 210 Statistics: A Force in Human Judgment
	STA 220 Statistics



Tracking Academic Readiness

- ▶ **General Education Dual Credit courses that do not count for Transition Readiness or Opportunity and Access CANNOT utilize the new general education dual credit course codes.**
 - *I.e. Physical Education Dual Credit Courses*
- ▶ **Courses NOT counting must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in the Academic Course Code Lists posted on the [Kentucky Uniform Academic Course Code](#) webpage.**
 - *I.e. Rec 200: Introduction to Recreation-> 340219 Advanced Physical Education*

Robin McCoy



General Education Dual Credit State Course Codes

Course Title	Valid Course Code	Recommended Grade Level	Recommended Credit
Dual Credit Written Communications (General Education Core)	800011	11-12	0
Dual Credit Oral Communications (General Education Core)	800015	11-12	0
Dual Credit Quantitative Reasoning (General Education Core)	800021	11-12	0
Dual Credit Arts and Humanities (General Education Core)	800031	11-12	0
Dual Credit Arts and Humanities-VPA	800032	11-12	0
Dual Credit Arts and Humanities-World Languages/Cultural Studies	800033	11-12	0
Dual Credit Natural Sciences (General Education Core)	800041	11-12	0
Dual Credit Social and Behavioral Sciences I (General Education Core)	800051	11-12	0

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Tracking Academic Readiness

- ▶ **Minimum requirements for utilizing the general education dual credit course codes that will count for *Rich Curriculum* and Academic Readiness:**
 - ▶ Each approved dual credit course shall award three (3) course credit hours or higher in each course. *Students must complete six (6) or more hours of dual credit coursework and receive a grade of B or higher in each course to be deemed "Academic Ready."*
 - ▶ "First Year Experience (FYE)" courses such as *Introduction to College*, and Developmental Courses will not count as approved dual credit courses for Kentucky's Accountability System.
 - ▶ Approved dual credit work must be captured in Kentucky Student Information System (KSIS) utilizing the appropriate corresponding course code and naming processes as addressed in the Dual Credit data standard.
 - Thus, courses completed outside of the regular school day can count toward Academic Readiness but must be captured in KSIS scheduling in addition to on the student's high school transcript.



General Education Dual Credit State Course Codes

- ▶ What is the difference in the three Arts and Humanities course codes?

- ▶ 800031 Dual Credit Arts and Humanities
- ▶ 800032 Dual Credit Arts and Humanities-VPA
- ▶ 800033 Dual Credit Arts and Humanities-World Languages/Cultural Studies

**All three can be used
for Transition
Readiness**

- 800031 will not be tracked for Rich Curriculum under Opportunity and Access
- 800032 can be tracked for Rich Curriculum in the area of Visual and Performing Arts. Districts use this code once determination is made by the local school district for how the dual credit course is being counted on the high school transcript as a Visual and Performing Arts credit. Use the “Rich Curriculum Course Codes” document on the [Kentucky Uniform Academic Course Codes](#) web page to determine whether a course will count.
- 800033 can be tracked for Rich Curriculum in the area of World Language/Cultural Studies. Districts use this code once determination is made by the local school district for how the dual credit course is being counted on the high school transcript as a WL/CS credit. Use the “Rich Curriculum Course Codes” document on the [Kentucky Uniform Academic Course Codes](#) web page to determine whether a course will count.

Robin McCoy



****RICH
CURRICULUM IS
STILL UNDER
DEVELOPMENT.****

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Tracking *Career* Readiness

Complete six or more hours of Kentucky Department of Education-approved CTE dual credit and receiving a course grade of B or higher in each course;

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Tracking Career Readiness

APPROVED CTE DUAL CREDIT CRITERIA

1. Must be taken within a single KDE-approved secondary CTE program area in which the student is enrolled

2. Must align to secondary CTE course standards

- ▶ An approved CTE dual credit course is one in which the student is enrolled that is within his or her CTE program area.
- ▶ A KDE-approved secondary CTE program area is a broader classification of CTE curricula that includes all of those career pathways under its purview which have been approved by the KDE and are reported in the Technical Education Database System (TEDS).
- ▶ KDE-approved secondary program areas include: Agriculture, Business & Marketing, Construction Technology, Education & Training, Engineering & Technology, Family & Consumer Sciences, Health Science, Information Technology, Manufacturing Technology, Media Arts, and Transportation.



Robin McCoy

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Tracking Career Readiness

- ▶ An approved CTE dual credit course also is one that meets the respective secondary CTE course standards for which it is being substituted.
- ▶ Dual credit courses that meet the Statewide General Education Student Learning Objectives (SLOs) identified by the CPE or demonstrate a correlation to the SLOs as identified by an independent, private, nonprofit, or out-of-state institution, and meet the approved CTE Dual Credit criteria will therefore meet the requirements for both Academic Readiness and Career Readiness indicators under the KDE Accountability System.

Robin McCoy



Career Pathway

CTE-ENGINEERING HYBRID CAREER PATHWAYS 2017-2018	
DESIGN ENGINEERING CIP 15.1304.00	
<p>PATHWAY DESCRIPTION: This pathway provides the opportunity to blend Career and Technical Education (CTE) courses with Engineering courses to help students apply technical skills along with science, technology, engineering, and math (STEM) skills to solve real-world problems. Design Engineers have a working knowledge of mechanical parts as well as computer-aided design (CAD) software, such as AutoCAD, Autodesk Inventor, or Solidworks. Mechanical designers begin a project by meeting with project managers, engineers, and clients to understand the needs and requirements for a new product or mechanical system. For example, designers working on a project to create an automobile engine may consult engineers regarding which structural materials to use or clients regarding engine efficiency requirements. Once materials and specifications have been determined, designers begin using CAD software to plan and develop models.</p>	
BEST PRACTICE COURSES	EXAMPLE ILP-RELATED CAREER TITLES
<p><i>Complete (2) TWO CREDITS:</i></p> <ul style="list-style-type: none"> 210221 Fundamentals of Engineering Design OR 219901 Introduction to Engineering Design (PLTW) 210222 Engineering Design OR 219902 Principles of Engineering (PLTW) <p><i>Choose (3) THREE CREDITS from the following:</i></p> <ul style="list-style-type: none"> 480110 Introduction to Computer Aided Drafting 480113 Engineering Graphics 480135 Mechanical Design 480136 Parametric Modeling 	<p>Engineer Technician</p> <p>Electrical Engineer</p> <p>Industrial Engineer</p> <p>Mechanical Engineer</p> <p>Civil Engineer</p> <p><small>Note: 480110, 480113, 480135, and 480136 exist in the Computer Aided Design Technology Program of Study.</small></p> <p><small>Note: 210221, 219901, 210222, and 219902 exist in the Engineering Program of Study.</small></p> <p><small>Note: (PLTW) courses require an agreement between Project Lead The Way and the Local School District</small></p>

Robin McCoy



Career Pathway Modification

Approval Status:

Consultant Notes:

Paragraph Font Size Color Highlight Bold Italic Underline Link Unlink Insert Image Insert Video Symbols

Short Description:

Course Sequence:

580134 Air Force JROTC1
580135 Air Force JROTC2
580136 Air Force JROTC3
add 030702 Leadership Dynamics

Justification:

The student will develop personal attributes and social skills. Emphasis will be placed on interpersonal skills, team building, communication, personal development and leadership. This course will include opportunities for students to apply their knowledge.

Dual Credit Course(s):

*Only use this dropdown to select a state course code and course, if the state course code that you are using for the dual credit course DOES NOT already count for the pathway! Please contact Kiley.Whitaker@education.ky.gov if the course code you would like to request does not exist in the dropdown.

1.

Robin McCoy



Dual Credit Placeholder State Code

UPDATED!

Robin McCoy



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Dual Credit Placeholder State Code

- ▶ The state course code 950001 may be used **only as a dual credit course placeholder within the standard day schedule of Infinite Campus to alleviate schedule gaps.**
- ▶ State course code 950001 may be used when a student is registered for (a) dual credit course(s) that is offered by the participating postsecondary institution **online or by an instructor not employed by the local school district.** The student may take courses online or attend classes on a college/university's campus. The difficulty level for the dual credit placeholder course should be left blank.
- ▶ Once verification of enrollment has taken place by the high school and the postsecondary institution partner, the dual credit placeholder code can be used for scheduling students during the standard day.
- ▶ Attendance should be marked if the student is present in the school building while completing the coursework and under the supervision of a certified teacher (e.g., a student who is completing an online dual credit course and remains in the school's computer lab under the supervision of a certified teacher.) Attendance should be left unmarked if the student is taking the course where attendance is not taken by a certified teacher for each class meeting. See [Virtual Performance-Based Course set-up and Attendance Verification.](#)

Robin McCoy



Dual Credit Placeholder State Code

- ▶ When using the dual credit placeholder code, the actual dual credit course that the student is taking must be set up with the appropriate name and course code as directed by the [Dual Credit data standard](#) outside of the standard day and marked as performance based.
- ▶ The dual credit placeholder code course should remain in place *throughout the semester or year*. The corresponding dual credit courses must be scheduled by October 1 for the fall semester and by March 1 for the spring semester and marked performance-based.
- ▶ The state course code 950001 will not be pulled for the Transition Readiness indicator for Kentucky's Accountability System or for KHEAA's dual credit scholarship. Only courses defined per the [Dual Credit data standard](#) with appropriate names and course codes will be reported for Transition Readiness and KHEAA's dual credit scholarship.
- ▶ Grades should not be assigned to the dual credit placeholder code.

Robin McCoy



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Dual Credit Data Standard

UPDATED!

Robin McCoy



101

Dual Credit Data Standard

► NEW:

- Dual credit placeholder course code added for the 2018-19 school year
- Replaced all general education dual credit course codes for the 2018-19 school year
- *Updated naming convention for dual credit*



Dual Credit Data Standard

- ▶ Name should be the postsecondary course short name followed by course number.
- ▶ AAAA NNNN format (include a space (no dashes or underscores) between the Abbreviation and Number).
- ▶ NCAA has requested that the first 9-digits must be followed by the College
 - For example: “BIOL 113 WKU”.
 - ✓ Do not include any part of the school abbreviation in the first 9-digits of the name.
 - ✓ Each dual credit course should be set up as a separate course in Infinite Campus.
 - ✓ Each participating postsecondary institution defines the course short name and number.
 - ✓ Please refer to each institution’s undergraduate catalog when naming a dual credit course.
 - ✓ Any additional text may be added to the name after the College or University’s abbreviation.

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Dual Credit Data Standard

- ▶ **Difficulty Level:** This should be marked as DC: Dual Credit.
- ▶ This is required for KEES and for the Dual Credit Scholarship (DCS) Program.
- ▶ The only exception to this rule is for those mixed courses where you have dual credit and non-dual credit students in the same course (see Section B in the data standard.)

Robin McCoy



Dual Credit Data Standard

► SPECIAL NOTE:

- Schools must create separate courses with different state codes when a teacher is delivering content for solely high school credit and dual credit during the same period when the course is being tracked for Academic Readiness under the Transition Readiness Indicator and Rich Curricula for Visual and Performing Arts and Cultural/World Studies under Opportunity and Access.

Robin McCoy



Preschool in Infinite Campus

1:30 p.m. (ET)

Ask questions and interact with presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



Preschool in Infinite Campus

Andrea Bartholomew, M.Ed./IECE
Consultant/619 State Coordinator
Office of Teaching & Learning
Division of Program Standards
School Readiness Branch



Preschool in Infinite Campus

Agenda

- ▶ Enrolling Preschool Children
- ▶ Head Start and First Steps
- ▶ Preschool Outcome Data
- ▶ Attendance in Infinite Campus



Enrolling Preschool Children



Enrolling Preschool Children

You may begin establishing eligibility and enrollment for state funded preschool programs up to 4 months before the beginning of school in your district



Grade 97, 98, 99

► A child in:

- Grade 97 turns 3 after August 1st
 - ✓ The child was 2 years old on or before Aug. 1st
- Grade 98 was 3 years old on or before August 1st
- Grade 99 has 4th birthday on or before August 1st



Grade 99 State Funded At-Risk

- ▶ Eligibility is up to 160% of the Federal Poverty Level
- ▶ Calculate the child's grade by how old they are on August 1st

Preschool Type

- ☐ Disabled State Fund
- ☐ Head Start
- ☒ State Funded At Risk
- ☐ Head Start Enhanced
- ☐ Over Income Preschool
- ☐ Other, Specify

Other



Grade 99 State Funded Disabled

A 4-year-old with disabilities
who was over income

Preschool Type

- ☒ Disabled State Fund
- ☐ Head Start
- ☐ State Funded At Risk
- ☐ Head Start Enhanced
- ☒ Over Income Preschool
- ☐ Other, Specify

Other

A 4-year-old with disabilities
who was income eligible

Preschool Type

- ☒ Disabled State Fund
- ☐ Head Start
- ☒ State Funded At Risk
- ☐ Head Start Enhanced
- ☐ Over Income Preschool
- ☐ Other, Specify

Other



Grade 99 in KSI/RTI

- ▶ The child failed the screening but is not at-risk
- ▶ Enroll the child in the preschool program using enrollment Service Type “P” if attending classroom.
- ▶ Enroll the child as enrollment Service Type “N” if interventions are provided outside of classroom.



Grade 99 in KSI/RTI

- ▶ No preschool tab is necessary during interventions until the child is determined eligible for special education.
 - When the child has an active and locked IEP, add a preschool tab, use the original enrollment date.
 - There is no need to end date the original enrollment unless transitioning from enrollment Service Type “N” to type “P”.



Over income or Other?

- ▶ **Do not click on both Over income and Other.**
- ▶ **98's—mark Other, Specify (add source)**
- ▶ **99's—mark Over Income Preschool**



Grade 99, 98 and 97 with disability

Enrollment Type “N” special education only

- ▶ This is a child who is receiving special education services only, no preschool classroom services. He/she is brought to the school for intervention, or a district person goes to a home or other setting to provide services.
- ▶ Do not fill out the preschool tab for children in Enrollment Type N



Grade 99, 98 and 97 with disability not served in a district building

- ▶ If “home” is checked, the child will only count for IDEA (Part B) funding, not preschool state funds
- ▶ Head Start and contracted site children with disabilities should be entered into the IC system.
- ▶ If the Head Start facility is not in the IC system, use the elementary school where the child will attend for primary.



Head Start and First Steps



Head Start served in a school district building

- ▶ A Head Start child may receive preschool services in the school building. A child may also be receiving services such as lunch, transportation and interventions.
- ▶ Mark the preschool type as “Head Start”. Do not mark other items such as “at-risk” status or “other.” No need to fill out the Family Component or home visit dates.



Head Start (continued)

- ▶ Children with the Head Start box checked will not show up in the IC detail extract.

Preschool Type

- ☐ Disabled State Fund
- ☒ Head Start
- ☐ State Funded At Risk
- ☐ Head Start Enhanced
- ☐ Over Income Preschool
- ☐ Other, Specify

 Other

Head Start Settings

- ▶ If the blended Head Start/Preschool setting is the public school, click on 01: Public School in the preschool tab:

*Setting
01: Public School

- ▶ If the blended program is at the Head Start site, click on 03: Head Start:

*Setting
03: Head Start



Head Start Enhanced

- ▶ Includes preschool children who are state-funded and who are also receiving “enhanced” Head Start funds. These children are receiving Head Start services in addition to preschool services.
- ▶ Choose the state-funded eligibility criteria such as State Funded At Risk and/or Disabled State-Funded. Also click on Head Start Enhanced.



Head Start Enhanced

All Head Start enhanced children should have a state funded income level checked.

Preschool Type

☒ Disabled State Fund

☐ Head Start

☐ State Funded At Risk

☒ Head Start Enhanced

☐ Over Income Preschool

☐ Other, Specify

Other

or

Preschool Type

☐ Disabled State Fund

☐ Head Start

☒ State Funded At Risk

☒ Head Start Enhanced

☐ Over Income Preschool

☐ Other, Specify

Other



Head Start Enhanced

- ▶ A child may **not** be both Head Start and Head Start Enhanced
- ▶ Head Start grantees have a limited number of Head Start enhanced slots available
- ▶ Head Start enhanced children may **not** be included in the Head Start Full Utilization number of at-risk 4 year olds



First Steps

- ▶ Enroll First Steps children as Enrollment Service Type “N” Special Education Services in order to provide interventions during the time of determining eligibility and to access IC special education documents.
- ▶ Do not fill out the preschool tab until he/she is determined eligible for special education services
- ▶ *Do not click on “State Exclude”*



Additional Enrollment Data

Family Component Home Language



Fill out the Family Components

Family Component

☒ Home Visit

☒ Received Parent Education

☐ Need Adult Education


☒ Enrolled in Adult Ed/Literacy


☐ Need Social Services

☐ Received Social Services

☐ Volunteered in the Classroom

☐ Other Child in Preschool

Home Visit 1 

Home Visit 2 

Assessment Modality
2: Publisher's online ▼



Home Language

- ▶ Districts are required to ask about the home language of all incoming students.
- ▶ This language information is recorded in IC
- ▶ If this is not filled out, the system defaults to English which may cause problems when English Learners advance to kindergarten.



Home Language

▼ Census
My Data
Staff Request Processor

People
Households
Addresses
Portal Request Processor
Add Person
Add Household
Add Address
Staff Locator
Census Wizard
► Program Participation
► Tools
► Reports

► Behavior
► Health
► Attendance
► Scheduling
► Fees
► Grading & Standards
► Medicaid

Demographics | Identities | Households | Relationships | Enrollments | District Employment | District

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 7496

*Last Name: *First Name: Middle Name: Suffix:

*Gender: *Birth Date: Soc Sec Number:

Race/Ethnicity (Edit)
State Race/Ethnicity: 6:White
Federal Designation: 6:White
Race(s): White
Hispanic/Latino: N:No
Race/Ethnicity Determination: 01:Parent Identified

Birth Country:

Date Entered US: Date Entered US School: Birth Certificate:

Original KY School Entry:

Home Primary Language: Spanish (1380) **←**

Native American Language:

Select a Value:

Nickname:

Comments:

Upload Picture

- Modified by: Administrator, System 05/16/2016 09:25



Preschool Outcome Data



Preschool Outcome Data

- ▶ **Approximately 40% of KEDS data was incomplete.**
- ▶ Majority of incomplete data was unusable due to missing or incorrect State Student Identification Numbers (SSID#).
- ▶ KEDS outcome data is reported to the Office of Special Education Programs (OSEP) as an indicator of the success of Kentucky's state funded preschool programming.



Preschool Outcome Data

- ▶ When creating assessment data for preschool, you **MUST** make sure the State Student Identification number (SSID#) on the assessment matches the SSID# in Infinite Campus.
- ▶ If the SSID# is not present on the assessment, or does not match IC, that child's outcome data will not be reported to KEDS.



Preschool Outcome Data

- ▶ Please make sure to check both IC and the continuous assessment your district has chosen to make sure the SSID# is correct.
- ▶ For questions regarding KEDS or this process, please contact Jaime Grove at KEDS.

- Jaime.grove@uky.edu

KEDS Phone: 859-218-5961



Attendance in Infinite Campus



Attendance in Infinite Campus

- ▶ Keeping attendance in IC highly recommended for state funded preschool programs.
- ▶ Using IC for attendance allows for easier reporting, record keeping and monitoring of chronic absenteeism.



Questions?



Contact

- ▶ For additional information, please contact the School Readiness Branch 502-564-7056:

Andrea Bartholomew x4722

andrea.bartholomew@education.ky.gov



SAAR submission process

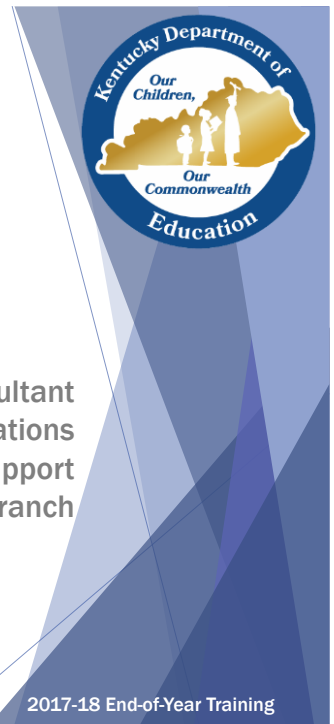
1:45 p.m. (ET)

Ask questions and interact with presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



SAAR Submission Process

Ronda Devine, Education Consultant
Office of Finance and Operations
Division of District Support
Student Tracking, Health and Transportation Branch



Agenda

- ▶ Overview
- ▶ Preparation
 - Low Attendance Weather Days
- ▶ Submission
 - Verification Process

Ronda Devine



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Overview of SAAR Report

Ronda Devine

SAAR Report Submission Steps

Quality Review

Enter Low Attendance Days

Generate SAAR Report

Submit SAAR to KDE

Verify SAAR with KDE



Purpose

- ▶ The Superintendent's Annual Attendance Report (SAAR) provides year-end attendance information used to calculate the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home and hospital ADA and adjusted average daily attendance (AADA)

Ronda Devine



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Due Date

- ▶ **The SAAR is due to KDE by June 30**
 - It is strongly encouraged that districts submit and verify their reports as soon as possible after the last student day of the school year



SAAR Focus Area Records

Record	Description
Record 1	Calendar
Record 2	Enrollment/Reenrollment
Record 3	Withdrawals
Record 5	Ethnic Count (R2 – R3 = R5)
Record 7	Aggregate Attendance
Record 9	Non-contract/Overage-Underage Attendance
Record H	Home Hospital Attendance
Record L	Five Low Attendance Days (Automatically subtracted from base)
Record W	Ten Low Attendance Weather Days (Up to 10/Chosen by district)

Ronda Devine





SAAR Preparation

Non-Traditional Instruction Days

Non-Traditional Days Link

- **Record N** = Non-Traditional Instruction Days (NTI) can be used on a day when school facilities are closed due to a weather or health/safety related issue. A Non-Traditional yearly plan must be approved by KDE, prior to the new school year. NTI days are considered a school day with instruction.

- **No transportation is calculated for N days**

Path>System Administration>

Calendar>Calendar> Days

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

▼ Event on this Day

Day Detail

Date: 02/15/2018 Day #: 116

Period Schedule: S

School Day: ☐ Instruction: ☐ Attendance: ☒ (circled in red)

Start Time: End Time: Duration: 0

The duration field will be calculated automatically

Comments:

NTI Details

Type: ☒ Non-traditional instruction ☐ Add Day/Event

Duration Inst. Minutes: 0 0 (indicated by a red arrow)

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Quality Review Process

SAAR Page Link

STUDENT ENROLLMENT


Superintendent's Annual Attendance Report (SAAR)

Published: 1/10/2018 2:59 PM

The Superintendent's Annual Attendance (SAAR) Report provides a summary of each district's aggregate attendance data for the entire school year. Due to the nature of SAAR, the tool has been designed to allow very granular control of the data reported to assist in research and verification.

SAAR is the core report used to determine funding based on attendance. School superintendents in Kentucky must submit an annual report of student attendance to the Commissioner of Education by June 30 each year. The SAAR report is submitted through a KDE web page application.


Current year SAAR data will not be available until after August 1 each year.

 [SAAR Submission Guide 2017-18](#)

 [SAAR AADA 2018 CALCULATOR](#)

 [SAAR KSIS Mid Year Training 2017-18](#)

Online Submission for 2018:  [SAAR Upload File](#) (Not available until May 2018)

 [SAAR 5 Year Trend Report](#)

 [SAAR End of Year Training Power Point](#)

 [SAAR Definitions](#)

Ronda Devine



Preparing for the SAAR

► Review Data Checklist:

- ✓ State Enrollment Overlap Report
- ✓ Ethnicity (Enrollment + Reenrollment) – Withdrawals = Ethnic Count
- ✓ Missing Enrollment End Status
- ✓ Kindergarten Full-Day/Half-Day Indicator
- ✓ Student Schedule Gap
- ✓ Period Schedule Gaps (Include Passing Time)
- ✓ Overlapping T-Codes/Missing T-Codes
- ✓ Non-Resident Students
- ✓ Non-Contract Students
- ✓ Overage/Underage
- ✓ Suspension/Expulsion
- ✓ Partial Day Students
- ✓ Home Hospital Students

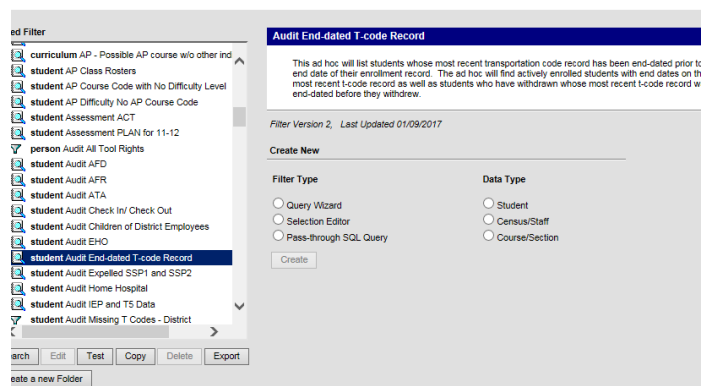
Ronda Devine



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Record 7 – Aggregate Days Attendance and Absence

- ▶ **Ad Hoc to find missing end-dated students**
- ▶ **Path: Ad Hoc Reporting > Filter Designer > State Published > Student Audit End-dated T-Code Record**



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Record 7 – Aggregate Days Attendance and Absence

Audit Missing T-Codes

Path: *Ad Hoc Reporting>Filter Designer>State Published*

- ▶ **Description:** All students should have a T-Code associated with their school enrollment records.
- ▶ **Action:** Run the Missing T-Code filter for each school. Assign a transportation code and enter a date segment for students.



Calculation of SAAR AADA

Base Aggregate Days Present (R7) + Adjustment Aggregate Days Present (R7) + (Last Year's SAAR AADA * (Sum of Weather Days, NTI days) – Low Attendance Weather (RW), NTI Days, Aggregate Low Attendance Days Present (RL), Aggregate Days Present (R9)) divided by Number of Days Taught minus 5

$$\text{R7} + \text{R7 adjustment} + \text{AADA (W+N)} - (\text{W-N-RL-R9})$$

Instructional Days – 5

► [SAAR 2017-18 Calculator](#)

Ronda Devine





Low Attendance Days

Low Attendance Days

After the quality assurance checks, perform the following:

- ✓ Run District Daily Attendance Report
- ✓ Check to see if any days are less than last year's AADA
- ✓ Enter appropriate Low Attendance Weather Days (L)
 - Up to 10 days



Note: Five Low Attendance Days are automatically selected by the system. Low Attendance Weather Days (L) are selected by the district.



Low Attendance Days

District Daily Attendance Report

- Use the prior year e-mail to view last year's AADA Without Adjustments

It is critical that you verify all elements of the SAAR for your of the SAAR upon discovery.

REQUEST FOR 2017-18 SAAR APPROVAL

SAAR 2017-18 AADA (without kindergarten adjustment) = 1292.95
 SAAR 2017-18 AADA (with kindergarten adjustment) = *1198.72

*Column F3 on the 'Full Day AADA Summary Attendance Report'

SAAR Verification Process

The verification process will finalize the data reported on the Superintendents and T-Code ADA Report. Each of these reports should be printed and saved



SAAR Verification
Process.doc

Ronda Devine



Low Attendance Days

Report Options
Report Type: ☐ Detail ☒ Summary

Extract Format: PDF

☒ Date Range ☐ School Month

Month 1 (07/04/2017 - 09/01/2017)
☐ Month 2 (09/02/2017 - 09/18/2017)
☐ Month 3 (09/19/2017 - 10/18/2017)
☐ Month 4 (10/19/2017 - 11/15/2017)
☐ Month 5 (11/16/2017 - 12/15/2017)
☐ Month 6 (12/16/2017 - 01/06/2018)
☐ Month 7 (01/07/2018 - 02/03/2018)
☐ Month 8 (02/04/2018 - 03/03/2018)
☐ Month 9 (03/04/2018 - 04/27/2018)
☐ Month 10 (04/28/2018 - 06/20/2018)

Report Selection: ☐ All Reports Last Year's Full SAAR ADA **1292.95**

☐ R1 School Calendar (Annual report)
☐ R2 Enrollment / Reenrollment (Annual report, enrollments count)
☐ R3 Withdrawals (Annual report, withdrawals count)
☐ R5 Ethnic Count (Active students on the end date of 10th school Month)
☐ R7 Aggregate Attendance
☐ R9 Non-Contract / Over Age - Under Age Attendance
☐ RH Home Hospital Attendance
☐ RL Five Low Attendance Days
☐ RW Ten Low Attendance Weather Days
☐ RN Non-Traditional Instruction Days
☐ RV Virtual Performance Based Attendance
☐ RS Out of School Suspension
☐ RX Expulsion
☒ District Daily Attendance

Select Calendars: ☒ All Calendars

17-18 Central Elementary School
 17-18 DEWITT ELEMENTARY SCHOOL
 17-18 Paul Lick Elementary Sch
 17-18 G R Hampton Elementary S
 17-18 GORDON ELEMENTARY SCHOO
 17-18 James D Lay Elementary S
 17-18 Knox Appalachian School
 17-18 Knox Central High School
 17-18 Knox County Day Treatment
 17-18 Knox County Learning Aca
 17-18 Knox County Middle School
 17-18 Knox Inspire Academy
 17-18 Lynn Camp Elementary
 17-18 Lynn Camp High
 17-18 Lynn Camp Middle

CTRL-click and SHIFT-click for multiple
 (Calendars: 15 Schools: 13)

Select Students

☒ Grade ☐ Ad Hoc Filter

00
 01
 02
 03
 04
 05
 06
 07
 08

Specify 5 Low Attendance Days: **Load 5 Low Att. Days**

08/21/2017 08/18/2017 Clear
 08/11/2017 08/14/2017 08/15/2017



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Low Attendance Days

The District Daily Attendance Report should be used to determine low attendance weather days (L)

Previous Year

AADA = **1,292.95**

Path: KY State Reporting>SAAR Report>District Daily Attendance

Ronda Devine

301 Knox County					Superintendent's Annual Attendance (SAAR) Report				
200 Daniel Boone Dr. Harboursville, KY 40966 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/05/2018 01:24:34 PM Page 1 of 2					District Daily Attendance Whole School Year: 07/31/2017 - 05/17/2018 Days: 185 Shorten Days: 0 Students: 4031 Absent Rate: .0%				
Date	Present	Absent	Total	% Type	Date	Present	Absent	Total	% Type
07/31/2017	M	11.00	.00	11.00	R	08/28/2017	Th	1,292.94	.00 1,292.94
08/01/2017	Tu	11.00	.00	11.00	R	08/29/2017	F	1,292.94	.00 1,292.94
08/02/2017	W	11.00	.00	11.00	R	10/02/2017	M	1,292.94	.00 1,292.94
08/03/2017	Th	11.00	.00	11.00	P	10/03/2017	Tu	1,292.94	.00 1,292.94
08/04/2017	F	11.00	.00	11.00	M	10/10/2017	Tu	1,292.94	.00 1,292.94
08/07/2017	M	11.00	.00	11.00	M	10/11/2017	W	1,292.94	.00 1,292.94
08/08/2017	Tu	11.00	.00	11.00	P	10/12/2017	Th	1,292.94	.00 1,292.94
08/09/2017	W	11.00	.00	11.00	O	10/13/2017	F	1,292.94	.00 1,292.94
01/02/2018	Tu	11.00	.00	11.00	K	10/16/2017	M	1,292.94	.00 1,292.94
10/09/2017	M	425.00	.00	425.00	G	10/17/2017	Tu	1,292.94	.00 1,292.94
*The previous 10 days have abnormally low ADA. This can occur if only a small number of teachers are in session on a given day.					10/18/2017	W	1,292.94	.00 1,292.94	
05/07/2018	M	1,285.58	.00	1,285.58	C	10/20/2017	F	1,292.94	.00 1,292.94
05/08/2018	Tu	1,285.58	.00	1,285.58	U	10/23/2017	M	1,292.94	.00 1,292.94
05/09/2018	W	1,285.58	.00	1,285.58	U	10/24/2017	Tu	1,292.94	.00 1,292.94
05/10/2018	Th	1,285.58	.00	1,285.58	U	10/25/2017	W	1,292.94	.00 1,292.94
05/11/2018	F	1,285.58	.00	1,285.58	U	10/26/2017	Th	1,292.94	.00 1,292.94
05/14/2018	M	1,285.58	.00	1,285.58	U	10/27/2017	F	1,292.94	.00 1,292.94
05/15/2018	Tu	1,285.58	.00	1,285.58	U	10/30/2017	M	1,292.94	.00 1,292.94
05/16/2018	W	1,285.58	.00	1,285.58	U	10/31/2017	Tu	1,292.94	.00 1,292.94
05/17/2018	Th	1,285.58	.00	1,285.58	U	11/01/2017	W	1,292.94	.00 1,292.94
06/21/2017 ^L	M	1,291.94	1.00	1,292.94 0.1%	11/02/2017	Th	1,292.94	.00 1,292.94	
06/10/2017 ^L	Th	1,291.94	.00	1,291.94	11/03/2017	F	1,292.94	.00 1,292.94	
06/11/2017 ^L	F	1,291.94	.00	1,291.94	11/06/2017	M	1,292.94	.00 1,292.94	
06/14/2017 ^L	M	1,291.94	.00	1,291.94	11/07/2017	Tu	1,292.94	.00 1,292.94	
06/15/2017 ^L	Tu	1,291.94	.00	1,291.94	11/08/2017	W	1,292.94	.00 1,292.94	
06/16/2017	W	1,292.94	.00	1,292.94	11/09/2017	Th	1,292.94	.00 1,292.94	
08/17/2017	Th	1,292.94	.00	1,292.94	11/10/2017	F	1,292.94	.00 1,292.94	
08/18/2017	F	1,292.94	.00	1,292.94	11/13/2017	M	1,292.94	.00 1,292.94	
08/22/2017	Tu	1,292.94	.00	1,292.94	11/14/2017	Tu	1,292.94	.00 1,292.94	
08/23/2017	W	1,292.94	.00	1,292.94	11/15/2017	W	1,292.94	.00 1,292.94	
08/24/2017	Th	1,292.94	.00	1,292.94	11/16/2017	Th	1,292.94	.00 1,292.94	
08/25/2017	F	1,292.94	.00	1,292.94	11/17/2017	F	1,292.94	.00 1,292.94	
08/28/2017	M	1,292.94	.00	1,292.94	11/20/2017	M	1,292.94	.00 1,292.94	
08/29/2017	Tu	1,292.94	.00	1,292.94	11/21/2017	Tu	1,292.94	.00 1,292.94	
08/30/2017	W	1,292.94	.00	1,292.94	Last Year ADA 1,292.95				
08/31/2017	Th	1,292.94	.00	1,292.94	11/27/2017	M	1,293.56	.00 1,293.56	
09/01/2017	F	1,292.94	.00	1,292.94	11/28/2017	Tu	1,293.56	.00 1,293.56	
09/05/2017	Tu	1,292.94	.00	1,292.94	11/29/2017	W	1,293.56	.00 1,293.56	
09/06/2017	W	1,292.94	.00	1,292.94					



Low Attendance Days

Path: **System Administration > Calendar > Calendar > Days**

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

▼ Event on this Day

Day Detail
Date: 10/11/2017 Day #: 41
Period Schedule

☒ School Day
 ☒ Instruction
 ☒ Attendance

Start Time: End Time: Duration:

The duration field will be calculated automatically

Comments:

Day Events

☒ [X] Low Attn Weather (SAAR)
 Duration Inst. Minutes:

This only needs to be done on 1 calendar per district



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Low Attendance Days

Previous Year AADA = **1,292.95**

301 Kent County					Superintendent's Annual Attendance (SAAR) Report				
200 Daniel Boone Dr., Harrodsburg, KY 40366					District Daily Attendance				
County: Kent Phone: (606) 446-1117 Fax: (606) 446-2819					Whole School Year: 07/31/2017 - 05/17/2018				
Attendance on 04/05/2018 01:53:37 PM Page 1 of 2					Days: 185 Slices: Days: 0 Slices: 4031 Absent Rate: 8%				

Date	Present	Absent	Total	%	Type	Date	Present	Absent	Total	%	Type
07/01/2017	M	11:00	.00	11:00	R	08/28/2017	Th	1,292.94	.00	1,292.94	
07/02/2017	Tu	11:00	.00	11:00	R	08/29/2017	F	1,292.94	.00	1,292.94	
07/03/2017	W	11:00	.00	11:00	R	10/02/2017	M	1,292.94	.00	1,292.94	
07/04/2017	Th	11:00	.00	11:00	P	10/03/2017	Tu	1,292.94	.00	1,292.94	
07/05/2017	F	11:00	.00	11:00	M	10/10/2017	Tu	1,292.94	.00	1,292.94	L
07/07/2017	M	11:00	.00	11:00	M	10/11/2017	W	1,292.94	.00	1,292.94	L
07/08/2017	Tu	11:00	.00	11:00	F	10/12/2017	Th	1,292.94	.00	1,292.94	
07/09/2017	W	11:00	.00	11:00	O	10/13/2017	F	1,292.94	.00	1,292.94	
07/10/2017	Th	11:00	.00	11:00	K	10/18/2017	M	1,292.94	.00	1,292.94	
07/11/2017	M	425.00	.00	425.00	G	10/17/2017	Tu	1,292.94	.00	1,292.94	
*The previous 10 days were automatically due ADA.											
This was added to the total number of ADA's due in session at a given day.											
05/07/2018	M	1,285.58	.00	1,285.58	C	10/20/2017	F	1,292.94	.00	1,292.94	
05/08/2018	Tu	1,285.58	.00	1,285.58	U	10/23/2017	M	1,292.94	.00	1,292.94	
05/09/2018	W	1,285.58	.00	1,285.58	U	10/24/2017	Tu	1,292.94	.00	1,292.94	
05/10/2018	Th	1,285.58	.00	1,285.58	U	10/25/2017	W	1,292.94	.00	1,292.94	
05/11/2018	F	1,285.58	.00	1,285.58	U	10/26/2017	Th	1,292.94	.00	1,292.94	
05/14/2018	M	1,285.58	.00	1,285.58	U	10/27/2017	F	1,292.94	.00	1,292.94	
05/15/2018	Tu	1,285.58	.00	1,285.58	U	10/30/2017	M	1,292.94	.00	1,292.94	
05/16/2018	W	1,285.58	.00	1,285.58	U	10/31/2017	Tu	1,292.94	.00	1,292.94	
05/17/2018	Th	1,285.58	.00	1,285.58	U	11/01/2017	W	1,292.94	.00	1,292.94	
05/21/2018	M	1,291.94	0.1%	1,291.94	U	11/02/2017	Th	1,292.94	.00	1,292.94	
05/22/2018	Tu	1,291.94	.00	1,291.94	U	11/03/2017	F	1,292.94	.00	1,292.94	
05/23/2018	W	1,291.94	.00	1,291.94	U	11/06/2017	M	1,292.94	.00	1,292.94	L
05/24/2018	Th	1,291.94	.00	1,291.94	U	11/07/2017	Tu	1,292.94	.00	1,292.94	L
05/25/2018	F	1,291.94	.00	1,291.94	U	11/08/2017	W	1,292.94	.00	1,292.94	L
05/28/2018	M	1,292.94	.00	1,292.94	U	11/09/2017	Th	1,292.94	.00	1,292.94	
05/29/2018	Tu	1,292.94	.00	1,292.94	U	11/10/2017	F	1,292.94	.00	1,292.94	
05/30/2018	W	1,292.94	.00	1,292.94	U	11/13/2017	M	1,292.94	.00	1,292.94	
05/31/2018	Th	1,292.94	.00	1,292.94	U	11/14/2017	Tu	1,292.94	.00	1,292.94	
06/01/2018	F	1,292.94	.00	1,292.94	U	11/15/2017	W	1,292.94	.00	1,292.94	
06/04/2018	M	1,292.94	.00	1,292.94	U	11/16/2017	Th	1,292.94	.00	1,292.94	
06/05/2018	Tu	1,292.94	.00	1,292.94	U	11/17/2017	F	1,292.94	.00	1,292.94	
06/06/2018	W	1,292.94	.00	1,292.94	U	11/20/2017	M	1,292.94	.00	1,292.94	
06/07/2018	Th	1,292.94	.00	1,292.94	U	11/21/2017	Tu	1,292.94	.00	1,292.94	
06/08/2018	F	1,292.94	.00	1,292.94	U	11/22/2017	W	1,292.94	.00	1,292.94	
06/11/2018	M	1,292.94	.00	1,292.94	U	11/23/2017	Th	1,292.94	.00	1,292.94	
06/12/2018	Tu	1,292.94	.00	1,292.94	U	11/24/2017	F	1,292.94	.00	1,292.94	
06/13/2018	W	1,292.94	.00	1,292.94	U	11/27/2017	M	1,293.56	.00	1,293.56	
06/14/2018	Th	1,292.94	.00	1,292.94	U	11/28/2017	Tu	1,293.56	.00	1,293.56	
06/15/2018	F	1,292.94	.00	1,292.94	U	11/29/2017	W	1,293.56	.00	1,293.56	
06/18/2018	M	1,292.94	.00	1,292.94	U	11/30/2017	Th	1,293.56	.00	1,293.56	
06/19/2018	Tu	1,292.94	.00	1,292.94	U	12/01/2017	F	1,293.56	.00	1,293.56	
06/20/2018	W	1,292.94	.00	1,292.94	U						
06/21/2018	Th	1,292.94	.00	1,292.94	U						
06/22/2018	F	1,292.94	.00	1,292.94	U						
06/23/2018	M	1,292.94	.00	1,292.94	U						
06/24/2018	Tu	1,292.94	.00	1,292.94	U						
06/25/2018	W	1,292.94	.00	1,292.94	U						
06/26/2018	Th	1,292.94	.00	1,292.94	U						
06/27/2018	F	1,292.94	.00	1,292.94	U						
06/28/2018	M	1,292.94	.00	1,292.94	U						
06/29/2018	Tu	1,292.94	.00	1,292.94	U						
06/30/2018	W	1,292.94	.00	1,292.94	U						
07/01/2018	Th	1,292.94	.00	1,292.94	U						
07/02/2018	F	1,292.94	.00	1,292.94	U						
07/03/2018	M	1,292.94	.00	1,292.94	U						
07/04/2018	Tu	1,292.94	.00	1,292.94	U						
07/05/2018	W	1,292.94	.00	1,292.94	U						
07/06/2018	Th	1,292.94	.00	1,292.94	U						
07/07/2018	F	1,292.94	.00	1,292.94	U						
07/08/2018	M	1,292.94	.00	1,292.94	U						
07/09/2018	Tu	1,292.94	.00	1,292.94	U						
07/10/2018	W	1,292.94	.00	1,292.94	U						
07/11/2018	Th	1,292.94	.00	1,292.94	U						
07/12/2018	F	1,292.94	.00	1,292.94	U						
07/13/2018	M	1,292.94	.00	1,292.94	U						
07/14/2018	Tu	1,292.94	.00	1,292.94	U						
07/15/2018	W	1,292.94	.00	1,292.94	U						
07/16/2018	Th	1,292.94	.00	1,292.94	U						
07/17/2018	F	1,292.94	.00	1,292.94	U						
07/18/2018	M	1,292.94	.00	1,292.94	U						
07/19/2018	Tu	1,292.94	.00	1,292.94	U						
07/20/2018	W	1,292.94	.00	1,292.94	U						
07/21/2018	Th	1,292.94	.00	1,292.94	U						
07/22/2018	F	1,292.94	.00	1,292.94	U						
07/23/2018	M	1,292.94	.00	1,292.94	U						
07/24/2018	Tu	1,292.94	.00	1,292.94	U						
07/25/2018	W	1,292.94	.00	1,292.94	U						
07/26/2018	Th	1,292.94	.00	1,292.94	U						
07/27/2018	F	1,292.94	.00	1,292.94	U						
07/28/2018	M	1,292.94	.00	1,292.94	U						
07/29/2018	Tu	1,292.94	.00	1,292.94	U						
07/30/2018	W	1,292.94	.00	1,292.94	U						
07/31/2018	Th	1,292.94	.00	1,292.94	U						
08/01/2018	F	1,292.94	.00	1,292.94	U						
08/02/2018	M	1,292.94	.00	1,292.94	U						
08/03/2018	Tu	1,292.94	.00	1,292.94	U						
08/04/2018	W	1,292.94	.00	1,292.94	U						
08/05/2018	Th	1,292.94	.00	1,292.94	U						
08/06/2018	F	1,292.94	.00	1,292.94	U						
08/07/2018	M	1,292.94	.00	1,292.94	U						
08/08/2018	Tu	1,292.94	.00	1,292.94	U						
08/09/2018	W	1,292.94	.00	1,292.94	U						
08/10/2018	Th	1,292.94	.00	1,292.94	U						
08/11/2018	F	1,292.94	.00	1,292.94	U						
08/12/2018	M	1,292.94	.00	1,292.94	U						
08/13/2018	Tu	1,292.94	.00	1,292.94	U						
08/14/2018	W	1,292.94	.00	1,292.94	U						
08/15/2018	Th	1,292.94	.00	1,292.94	U						
08/16/2018	F	1,292.94	.00	1,292.94	U						
08/17/2018	M	1,292.94	.00	1,292.94	U						
08/18/2018	Tu	1,292.94	.00	1,292.94	U						
08/19/2018	W	1,292.94	.00	1,292.94	U						
08/20/2018	Th	1,292.94	.00	1,292.94	U						
08/21/2018	F	1,292.94	.00	1,292.94	U						
08/22/2018	M	1,292.94	.00	1,292.94	U						
08/23/2018	Tu	1,292.94	.00	1,292.94	U						
08/24/2018	W	1,292.94	.00	1,292.94	U						
08/25/2018	Th	1,292.94	.00	1,292.94	U						
08/26/2018	F	1,292.94	.00	1,292.94	U						
08/27/2018	M	1,292.94	.00	1,292.94	U						
08/28/2018	Tu	1,292.94	.00	1,292.94	U						
08/29/2018	W	1,292.94	.00	1,292.94	U						
08/30/2018	Th	1,292.94	.00	1,292.94	U						
08/31/2018	F	1,292.94	.00	1,292.94	U						
09/01/2018	M	1,292.94	.00	1,292.94	U						
09/02/2018	Tu	1,292.94	.00	1,292.94	U						
09/03/2018	W	1,292.94	.00	1,292.94	U						
09/04/2018	Th	1,292.94	.00	1,292.94	U						
09/05/2018	F	1,292.94	.00	1,292.94	U						
09/06/2018	M	1,292.94	.00	1,292.94	U						
09/07/2018	Tu	1,292.94	.00	1,292.94	U						
09/08/2018	W	1,292.94	.00	1,292.94	U						
09/09/2018	Th	1,292.94	.00	1,292.94	U						
09/10/2018	F	1,292.94	.00	1,292.94	U						
09/11/2018	M	1,292.94	.00	1,292.94	U						

Low Attendance Days SAAR Report

Report Options
Report Type: ☐ Detail ☒ Summary

Extract Format: PDF

☒ Date Range ☐ School Month

Month 1 (08/03/2017 - 09/01/2017)
Month 2 (09/04/2017 - 09/29/2017)
Month 3 (10/02/2017 - 10/31/2017)
Month 4 (11/01/2017 - 11/29/2017)
Month 5 (11/30/2017 - 01/11/2018)
Month 6 (01/12/2018 - 02/06/2018)
Month 7 (02/09/2018 - 03/06/2018)
Month 8 (03/09/2018 - 04/12/2018)
Month 9 (04/13/2018 - 05/10/2018)
Month 10 (05/11/2018 - 06/09/2018)

Report Selection: ☒ All Reports Last Year's Full SAAR ADA

☒ R1 School Calendar (Annual report)
☒ R2 Enrollment / Reenrollment (Annual report, enrollments count)
☒ R3 Withdrawals (Annual report, withdrawals count)
☒ R5 Ethnic Count (Active students on the end date of 10th school Month)
☒ R7 Aggregate Attendance
☒ R9 Non-Contract / Over Age - Under Age Attendance
☒ RH Home Hospital Attendance
☒ **RL Five Low Attendance Days**
☒ **RW Ten Low Attendance Weather Days**
Days: 10/10/2017, 10/11/2017, 11/06/2017, 11/07/2017, 11/08/2017
☒ RV Virtual Performance Based Attendance
☒ RS Out of School Suspension
☒ RX Expulsion
☒ District Daily Attendance

Select Calendars: ☐ All Calendars

17-18 Central Elementary School
17-18 DEWITT ELEMENTARY SCHOOL
17-18 Flat Lick Elementary Sch
17-18 G R Hampton Elementary S
17-18 South ER ELEMENTARY SCHOOL
17-18 Jesse D Lay Elementary S
17-18 Knox Appaloosa School
17-18 Knox Central High School
17-18 Knox County Day Treatment
17-18 Knox County Learning Alc
17-18 Knox County Middle School
17-18 Knox Inspire Academy
17-18 Lynn Camp Elementary
17-18 Lynn Camp High
17-18 Lynn Camp Middle

CTRL-click and SHIFT-click for multiple (Calendars: 15 Schools: 13)

Select Students

☒ Grade ☐ Ad Hoc Filter

00
01
02
03
04
05
06
07
08

Low Attendance

Specify 5 Low Attendance Days [Load 5 Low Att. Days](#)

08/21/2017 08/10/2017 [Clear](#)
08/11/2017 08/14/2017 08/15/2017



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Submission Process



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SAAR Submission

- ✓ Generate the SAAR – State Format and PDF
- ✓ Archive the PDF in a secure location
- ✓ Submit SAAR through KDE Website
 - <http://opsupport.education.ky.gov/saar/>

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SAAR Submission

Steps

1. Extract "State Format" (Fixed width) Format
2. Date Range - leave the date fields blank
3. Report Selection marked as "All Reports"
4. Enter in last year's Full SAAR AADA (relative for low attendance weather days)
5. Select "All Calendars"
6. Click **Generate Report**
7. File name saved as SAARXXX.YY
(XXX = District Number, YY= School Year) SAAR011.18
8. Submit file to KDE.

The screenshot shows the SAAR submission interface. Red arrows and circles highlight the following steps:

- Report Type:** The "Summary" radio button is selected.
- Extract Format:** The "State Format (Fixed width)" dropdown is selected.
- Date Range:** The "Date Range" section is highlighted with a red circle, indicating that the date fields should be left blank.
- Report Selection:** The "All Reports" radio button is selected, and the "Last Year's Full SAAR AADA" field is set to "1148.50".
- Select Calendars:** The "All Calendars" checkbox is selected.
- Generate Report:** The "Generate Report" button is highlighted with a red circle.
- Grade:** The "Grade" dropdown is set to "All Students".
- Specify 5 Low Attendance Days:** The "Specify 5 Low Attendance Days" section is highlighted with a red circle, showing the "Load 5 Low Att. Days" button.



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SAAR Submission

- ▶ Each district's SAAR State Format file is submitted via the internet on the KDE website at: <http://opsupport.education.ky.gov/saar/>

The screenshot shows the SAAR submission interface on the Kentucky Department of Education website. The page has a blue header with navigation links: "About Schools & Districts", "Instructional Resources", "Administrative Resources", and "Site Map". Below the header is a sidebar with links to "Ronda Devine 502.564.5279 email", "SAAR Error Checks document", "Growth Factor Error Checks document", and "January Growth Factor Error Checks document". The main content area is titled "SAAR" and contains two steps: "Step 1: Locate the file" and "Step 2: Check your file". Step 1 includes instructions to press the "Browse" button and navigate to the file location, with a note that only files named "SAAR [district number].18" are accepted. Step 2 includes instructions to press the "check file" button to send the file for error checking. The footer contains links for "About this Site", "Feedback", "Privacy", "Disclaimer", and "Accessibility Statement", along with a copyright notice for 1999-2012.

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SAAR Submission

- ▶ Submitted file goes through error check process
- ▶ Any errors found are listed on this page

Error Message Example



COUNTY	1	0	12	Record 9 Over/Underage student count entered	Apr 18 2014	14
--------	---	---	----	--	-------------	----

Step 3: Review any errors

Below you will find any errors in your file. If there are errors, please correct them in your file and start over at Step 1. Steps 1 - 3 can be completed as many times as necessary. If no errors are present please continue to Step 4. If you complete step 4 your file will be locked and no new submissions can be made until KDE unlocks the file. If you need to resubmit, please [email the KDE Attendance Mailbox](#). If you need assistance with an error please contact ronda.devine@education.ky.gov.



Note: Errors must be corrected before submission process is complete. School district personnel may consult KDE SAAR contact person for questions regarding errors.

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SAAR Submission

- ▶ Once errors are corrected, the submission process is completed via the KDE website

- ✓ Please enter names as they appear in the global E-mail list

Step 4: Submit your file

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER:** Once submitted, the file will have to be reset by KDE if a new submission is needed.

<input type="text"/>	* your email
<input type="text"/>	* your name
<input type="text"/>	* your phone
<input type="text"/>	* your district
<input type="text"/>	* your Superintendent's name
<input type="text"/>	* your DPP's name
<input type="text"/>	
* your Finance Officer's name	
comments <input type="text"/>	
<input type="button" value="submit file"/>	



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SAAR Submission

- ▶ Once your file is submitted, it is reviewed at KDE
 - Your district will be contacted if KDE finds any discrepancies
- ▶ KDE will send the SAAR Summary back to you for verification
 - Once all districts have sent KDE an official email message verifying their SAAR, the process is complete

Thank you for your submission. KDE has been notified to review your data.

Step 5: Summary Reports

The submitted report will be reviewed and analyzed. KDE will generate your SAAR Summary Report and email your district a copy.

Step 6: Verification

Once you receive the SAAR Summary please review the contents carefully. If the summary report is satisfactory, **please reply via [email KDE](#) with an official statement of verification**. The SAAR will not be considered complete until KDE receives an official statement of verification.





SAAR Verification

SAAR Submission

- ▶ After submitting your SAAR Report through the Submission process, you will receive four reports
- ▶ Go through each report and verify the numbers
- ▶ Once your district is in agreement with the reports, your superintendent must send a verification e-mail

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SAAR Submission

AADA Summary Attendance Report



Full Day AADA Summary Attendance Report for School Year Ending: 18

District/School	K Reported	1-12 Reported	K Adjustments	1-12 Adjustments	K Substituted Days Adjustment	1-12 Substituted Days Adjustment	K Adjusted Reported	1-12 Adjusted Reported	Full AADA K	Full AADA 1-12	Adjusted AADA w/ 1/2 K	ADM	Enrollment	Membership	% ATTN	HH AADA	Number of Days Reported
County	A1	A2	C1	C2	D1	D2	E1	E2	F1	F2	F3	G	H	I	J	K	L
County High School	.00	114,590.35	.00	7,617.16	0.00	0.00	0.00	122,207.51	.00	731.78	731.78	712.64	780	772	93.50%	12,973	172
Learning Academy	.00	4,136.00	.00	-99.00	0.00	0.00	0.00	4,037.00	.00	19.69	19.69	19.69	48	25	99.00%	0.000	210
County Middle School	.00	96,484.50	.00	-2,210.00	0.00	0.00	0.00	94,274.50	.00	564.52	564.52	592.81	611	591	94.60%	4,538	172
County Elementary	.00	98,702.00	.00	-2,669.50	0.00	0.00	0.00	96,032.50	.00	575.05	575.05	602.46	617	593	95.30%	2,686	172
County Primary Center	23,292.00	60,070.00	-656.00	-1,682.50	0.00	0.00	22,636.00	58,387.50	135.55	349.63	417.40	511.54	580	579	94.70%	0.278	172
District Total	23,292.00	373,982.85	-656.00	956.16	0.00	0.00	22,636.00	374,939.01	135.55	2,340.66	2,308.44	2,439.34	2,636	2,560	94.52%	20.475	
M Last Years' Full ADA	2490.554																
N Weather Days	0																
O Non-Traditional Days	0																
P Health and Safety Days	0																

$$D1 + D2 = M \times (N + O)$$

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SAAR Submission

► Full Day Attendance Adjustment Report



District/School	K Low Five	1-12 Low Five	K Weather & Non-Traditional	1-12 Weather & Non-Traditional	K Non Contract	1-12 Non Contract	K Over/Under Age	1-12 Over/Under Age	*K IC Adjustment	*1-12 IC Adjustment	Substituted Days Adjustment	Days
	P	Q	R	S	T	U	V	W	X	Y	Z	AA
County												
010 County High School	.000	3,089.010	.000	.000	.000	.000	.000	.000	.000	10,706.170	.000	172
012 Learning Academy	.000	99.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	210
014 County Middle School	.000	2,663.500	.000	.000	.000	.000	.000	.000	.000	453.500	.000	172
016 County Elementary School	.000	2,704.500	.000	.000	.000	.000	.000	.000	.000	35.000	.000	172
020 County Primary Center	656.000	1,682.500	.000	.000	.000	.000	.000	.000	.000	.000	.000	172
District Total	656.000	10,238.510	.000	.000	.000	.000	.000	.000	.000	11,194.670	.000	

*IC Adjustments = Virtual/Performance Based Proficient, Eligible Suspensions, Eligible Expulsions.

Note: All column letters are represented in the calculation for 'Total Adjustments' from Column 'D' on the 'Full Day AADA Summary Attendance Report'

Total Adjustments = (X + Y) - (P + Q + R + S + T + U + V + W)

Includes V/PB,
Suspension,
Expulsion

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SAAR Submission

► Transportation Comparison Report

T-Code Attendance Comparison
for School Year Ending:18

District Base Aggregate Days - Present Total																		
Grade	T1			T2			T3			T4			T5			NT		
	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.
09	9,880.50	11,754.00	-15.94	.00	655.50	-100.00	1,521.00	1,875.00	-18.88	.00	327.00	-100.00	672.00	473.00	42.07	26,161.50	27,925.50	-6.31
10	11,118.00	8,946.50	24.27	665.00	169.50	292.33	1,540.00	924.50	66.58	69.00	41.00	68.29	688.00	328.50	109.44	29,486.50	22,642.00	30.21
11	7,008.00	6,767.00	3.26	132.50	.00	100.00	490.00	1,675.50	-70.75	.00	.00	.00	328.50	510.50	-36.04	21,137.50	25,987.50	-18.80
12	5,052.50	4,817.50	4.88	34.00	167.50	-79.70	243.50	657.00	-62.94	.00	.00	.00	461.00	418.00	10.29	25,042.58	25,912.90	-3.36
EC	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	27.50	-100.00	166.00	175.00	-5.14
Sch. Total	33,059.00	32,305.00		831.50	992.50		3,794.50	5,132.00		69.00	368.00		2,147.50	1,757.50		101,894.08	102,852.90	-0.93
Nday Adj.	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	

District Base Aggregate Days - Present Total																		
Grade	T1			T2			T3			T4			T5			NT		
	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.
01	1,135.50	2,179.00	-47.89	474.00	362.50	23.92	339.00	204.00	66.18	677.50	507.00	33.63	329.00	164.00	100.61	4,109.00	1,981.50	106.84
02	550.00	1,553.50	-64.60	513.00	341.00	50.44	72.50	669.50	-89.17	885.00	331.50	166.97	154.00	335.00	-54.03	3,003.50	4,057.00	-26.21
03	659.50	1,392.00	-52.62	467.00	578.00	-19.20	174.00	170.00	2.35	847.00	677.50	25.02	588.00	646.50	-9.51	4,881.00	4,083.00	19.30
04	518.00	2,505.00	-76.28	822.00	484.00	69.83	.00	.00	.00	1,013.50	997.00	1.65	715.00	1,076.50	-33.58	4,293.50	4,185.00	2.59
05	325.00	1,170.00	-72.22	664.00	621.00	6.92	163.50	168.50	-2.97	514.00	.00	100.00	867.50	293.50	195.57	6,591.50	4,629.00	41.84
EL	862.50	7,414.00	-88.37	621.00	.00	100.00	338.50	.00	100.00	620.00	.00	100.00	669.50	.00	100.00	4,283.50	168.00	2548.51
Sch. Total	4,150.50	16,313.50		3,561.00	2,406.50		1,087.50	1,212.00		4,557.00	2,513.00		3,320.00	2,515.00		27,172.00	18,103.50	50.15
Nday Adj.	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
Dist. Total	113,510.50	115,280.00		35,805.50	48,488.00		16,444.50	20,363.00		16,311.50	15,822.50		13,827.50	9,476.00		315,827.08	302,406.90	4.44

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SAAR Submission

► Transportation ADA Summary

Transportation ADA Summary for School Year ending: 18

County	<u>T1</u> <u>Reported</u>	<u>T2</u> <u>Reported</u>	<u>T5</u> <u>Reported</u>	<u>NT</u> <u>Reported</u>	<u>Attendance</u> <u>Recorded</u>	<u>T1 ADA</u>	<u>T2 ADA</u>	<u>T5 ADA</u>	<u>NT ADA</u>
County High School	67,504.67	2,253.75	1,598.50	43,233.44 *	172	392.469	13.103	9.294	251.357
Non Traditional Day Adjustment	.00	.00	.00	.00					
Learning Academy	.00	.00	.00	4,136.00 *	210	0.000	0.000	0.000	19.695
Non Traditional Day Adjustment	.00	.00	.00	.00					
County Middle School	62,370.50	7,660.75	708.50	25,744.75 *	172	362.619	44.539	4.119	149.679
Non Traditional Day Adjustment	.00	.00	.00	.00					
County Elementary School	69,480.75	3,802.50	1,073.00	24,345.75 *	172	403.958	22.108	6.238	141.545
Non Traditional Day Adjustment	.00	.00	.00	.00					
County Primary Center	54,723.00	1,271.50	744.50	26,623.00 *	172	318.157	7.392	4.328	154.785
Non Traditional Day Adjustment	.00	.00	.00	.00					
District Total AADA						1477.203	87.142	23.979	717.061

Ronda Devine



SAAR Submission

- ▶ Verification E-mail must be sent by the Superintendent to ronda.devine@education.ky.gov
- ✓ When the verification e-mail is sent, the SAAR process is complete.

Ronda Devine



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KDE Contact Information

KDE is available for questions during the SAAR submission process.

Please contact Ronda Devine for information and assistance:

(502) 564-5279, ext. 4444 or via email at ronda.devine@education.ky.gov

Ronda Devine



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Appendix

Common Error Messages

Record 5 Error Message

1. Invalid ethnicities – The state ethnicity code does not match the federal ethnicity code. In some cases, the system does not automatically change to the current code.
2. Missing or an invalid C01 end status
3. “No Show” box must be checked

Record 7 Error Message

1. Students enrolled in the grade level but all enrollments were end dated before the end of the year
2. Student/students were enrolled part of the year, but not there at the end of the year
3. Students in Virtual/Performance Based Classes (Gap in schedule)
4. Attendance but no enrollment or re-enrollment

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Record 5 Error

- 1. **Invalid ethnicities** – The state ethnicity code does not match the federal ethnicity code. In some cases, the system does not automatically change to the current code

Race/Ethnicity (Edit)

State Race/Ethnicity: 01:White

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination: 01:Parent Identified

Both should be 06

*Query Name: Invalid Ethnicity

Short Description:

Long Description:

Filter the data

ID	Field	Operator	Value
1	student.stateID		
2	student.raceEthnicityFed	=	student.raceEthnicity
3	student.raceEthnicity		

Add

Race/Ethnicity

*Is the individual Hispanic/Latino?
N: No

*Is the individual from one or more of these races?
(check all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☒ Native Hawaiian or Other Pacific Islander
☐ White

State Race Ethnicity
5 Native Hawaiian or Other Pacific Islander

*Race/Ethnicity Determination
01: Parent Identified

Race/Ethnicity (Edit)

State Race/Ethnicity: 6:White

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination: 01:Parent Identified

✓ If it does not fix the problem, then you will have to put in a ticket with IC.

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Record 5 Error

2. Missing or an invalid CO1 end status

Errors in file: SAAR255.17

Distname	districtno	schno	grade	error_msg	lst_dt_upd	schyear
HENRY CO.	255	010	03	Record 5 - (Entries + Re-entries - Withdrawals not equal to total of Ethnic membership in Record 5. Please validate Ethnic counts in Record 5.)	Jun 21 2017	17

student.lastName	student.grade	student.endDate	student.endStatus	student.start
03	04/10/2017	CO1	R21	

All Records

Query Name: Record 5

Short Description:

Long Description:

Filter the data

ID	Field	Operator	Value
1	student.stateID	=	
2	student.firstName	=	
3	student.lastName	=	
4	student.grade	=	03
5	student.endDate	<=	05/19/2017
6	student.endStatus	=	CO1
7	student.startStatus	=	

End dated before the end of school

last day of school

✓ Change the CO1 status to the appropriate code

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Record 5 Error

Path: Ad Hoc Reporting > Filter Designer > State Published

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a

Saved Filter

- curriculum Course - NAF Academy DC - College t
- curriculum Course - NAF Academy DC - District b
- curriculum Course - SRC Teaching Methods (Cou
- curriculum Course - Third Party Contract by Sett
- curriculum Course - Transitional Course by Sett
- curriculum Dual Credit Courses
- student Dual Credit Indicator on Roster
- student Dual Credit on Roster Missing from Trans
- student Early Graduate EOC Order Report
- student Early Learning Prior Settings
- student ENR - CO1 with Diploma Dates
- student ENR - G Codes
- student ENR - Grade 14 Students with CO1 End S
- student ENR - Seniors with CO1
- student ENR - Student Enrollments Missing End D
- student ENR End Date with no End Status**
- student EOC Bulk Roster Registration for Algebra
- student EOC Bulk Roster Registration for Biology

ENR End Date with no End Status

Withdrawn students with no end status cause an error on the SAAR report. Please enter appropriate end statuses.

Filter Version 1, Last Updated 06/20/2016

Create New

Filter Type	Data Type
<input type="radio"/> Query Wizard	<input type="radio"/> Student
<input type="radio"/> Selection Editor	<input type="radio"/> Census/Staff
<input type="radio"/> Pass-through SQL Query	<input type="radio"/> Course/Section

Create

Search Edit Test Copy Delete Export

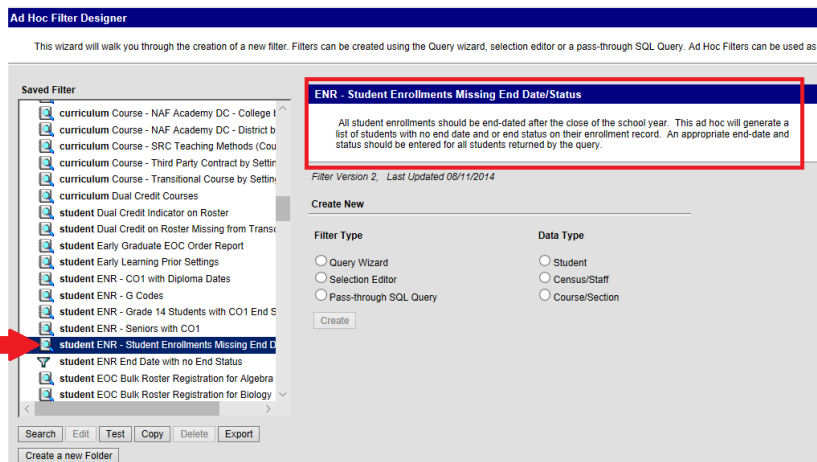


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Record 5 Error

Path: Ad Hoc Reporting > Filter Designer > State Published



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Record 5 Error

► End Status Missing for Many Students

Create New

Filter Type

☐ Query Wizard

☐ Selection Editor

☒ Pass-through SQL Query

Create

Data Type

☒ Student

☐ Census/Staff

☐ Course/Section

Create a Student Pass-through Query

```

SELECT DISTINCT student.personID
FROM student
Join Enrollment e on student.personID =
e.personID
And student.endYear = e.endYear

WHERE 1=1
AND student.endYear = <selected Year>
AND student.structureID = <selected Schedule>
and e.endYear = 2018
And e.endStatus is null
and e.endDate is not null
        
```

Save To: ☒ User Account
Folder: /

☐ User Groups

Test Query Save

Test Query Results

In this box, a list of names will appear. Search for those students and fix their missing end status. It may even be from a year or two prior. Fix all missing end status and this should solve the error.

✓ Use the ad hoc as a search and enter appropriate end statuses.



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Record 5 Error

► 3. “No Show” Box Must Be Checked

The screenshot shows the 'Enrollment Editor' interface. At the top, there is a table with columns: Edit, Grade, Type, Calendar, Start Date, and End Date. The table contains two rows of enrollment data for Webster County High School. Below the table, the 'General Enrollment Information' for the selected record is displayed. In this section, the 'No Show' checkbox is highlighted with a red circle. Other fields include Start Date, End Date, End Action, End Status, and Dropout Reasons.

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	16-17 Webster County High Scho	08/09/2016	08/09/2016
Start Status: NS No Show End Status: W24 Moved, whereabouts unknown					
	09	P	15-16 Webster County High Scho	08/11/2015	05/13/2016

General Enrollment Information

Calendar: 16-17 Webster County High Scho
Schedule (read only): Main
Grade: 10
Class Rank Exclude: ☐
External LMS Exclude: ☐
Service Type: P Primary
Start Date: 08/09/2016
End Date: 08/09/2016
End Action:
End Status: NS No Show
Dropout Reasons: W24 Moved, whereabouts unknown
Start Comments:
End Comments:

✓ If the start status is an 'NS No Show,' be sure and put the proper end status

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Record 7 Error

► 1. No matching Record 5 (Membership for this Record 7 attendance/absence)

- Students were enrolled in the grade level but all enrollments were end dated before the end of the year

Errors in file: SAAR265.17						
Distname	districtno	schno	grade	error_msg	lst_dt_upd	schyear
HOPKINS CO.	265	004	09	Record 7 days taught entered without attendance	Jun 16 2017 3:25PM	17
HOPKINS CO.	265	004	11	Record 7 days taught entered without attendance	Jun 16 2017 3:25PM	17
HOPKINS CO.	265	004	12	Record 7 days taught entered without attendance	Jun 16 2017 3:25PM	17
HOPKINS CO.	265	005	09	Record 7 - No matching Record 5 (Membership) for this Record 7 (attendance/absence)	Jun 16 2017 3:25PM	17

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Record 7 Error

► 2. Days taught entered without attendance

- A Record 7 error message may be a warning. If this error message appears and all students in the grade for the error who are in Virtual/Performance Based Classes, the gap in their schedule will cause this to appear

Errors:

Distname	districtno	schno	grade	error_msg	lst_dt_upd	schyear
BOURBON CO.	041	110	08	Record 7 - No matching Record 2 (enrollment) for this Record 7 (attendance absence)	Jun 19 2017 10:49AM	17
BOURBON CO.	041	110	08	Record 7 - No matching Record 5 (Membership) for this Record 7 (attendance absence)	Jun 19 2017 10:49AM	17
BOURBON CO.	041	110	08	Record 7 days taught entered without attendance	Jun 19 2017 10:49AM	17

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Record 7 Error

- ▶ **3. No matching record 2 (enrollment) for this Record 7 (attendance/absence)**
 - May be caused if there was attendance but no enrollment or re-enrollment. There could be a 'no show' and most likely the only enrollment in that grade

Errors:

Distname	districtno	schno	grade	error_msg	lst_dt_upd	schyear
BOURBON CO.	041	110	08	Record 7 - No matching Record 2 (enrollment) for this Record 7 (attendance/absence)	Jan 19 2017 10:49AM	17
BOURBON CO.	041	110	08	Record 7 - No matching Record 5 (Membership) for this Record 7 (attendance/absence)	Jan 19 2017 10:49AM	17
BOURBON CO.	041	110	08	Record 7 days taught entered without attendance	Jan 19 2017 10:49AM	17

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Record 7 Error

- ▶ **4. Error was caused by an EC student in Grade 14**
 - EC student came to school, finished classes before the end of the year, then left, aging out within the time frame

DAVISS CO.	145	170	EC	Record 7 - No matching Record 5 (Membership) for this Record 7 (attendance/absence)	Jun 1 2017 1:03PM	17
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QA Reporting

2:30 p.m. (ET)

Ask questions and interact with presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEData



Closing and Adjournment Thank you!

Ask questions through GoSoapBox

<http://app.gosoapbox.com>

Access Code: KDEDData

